



## **Part Time Staff Employee Benefits**

### **Vacation**

Part time staff who are regularly scheduled to work 1,000 hours or more per year are eligible for paid vacation time. Unused vacation does not rollover to the following year. As of the January 1<sup>st</sup> following the employee's date of hire, the vacation entitlement is as follows:

January 1 <sup>st</sup> of the year after the employee's date of hire	One week (A week is defined as the number of hours an employee is regularly scheduled to work in a pay week.)
January 1 <sup>st</sup> of the year after the employee reaches 5 years of service	Two weeks (A week is defined as the number of hours an employee is regularly scheduled to work in a pay week.)

### **Sick Leave**

As of the January 1<sup>st</sup> following the employee's date of hire, part time staff who are regularly scheduled to work 1,000 hours or more per year are eligible for one week of paid sick leave. A week is defined as the number of hours a part time employee is regularly scheduled to work in a pay week. Paid sick leave not taken during the calendar year does not rollover to the following year and no payment is made for unused sick leave at any time.

### **Holidays**

A total of 6 holidays are provided to part time staff who are regularly scheduled to work 1,000 hours or more per year and are scheduled to work on the day of the week the holiday is celebrated. A holiday is defined as the number of hours an employee is regularly scheduled to work in a day.

### **Tuition Remission**

Part time staff who are regularly scheduled to work 1,000 hours or more per year are eligible for tuition remission for themselves, their spouse, and their dependent children according to the schedule found on the Human Resources website. Eligibility for tuition remission is based on the number of years of continuous service as a part time staff employee. A year of service for part time staff consists of a rolling calendar year forward from the employee's date of hire in which the employee has worked at least 1,000 hours.

### **Villanova University 403(b) Retirement Savings Plan**

Part time staff may contribute to the plan upon date of hire. In order to be eligible to receive University contributions, part time staff must complete 1,000 hours of service in a 12 consecutive month period and attain age 21. University contributions for part time staff are made at the end of the plan year upon confirmation that the employee has completed 1,000 hours of service.

### **Additional Benefits**

Part time staff may take advantage of discount programs offered through Liberty Mutual for auto and home insurance, the Ford College Partner Recognition Program, and various programs listed on the Human Resources website.