



## Part Time Staff Employee Benefits

### Vacation

Part time staff who are regularly scheduled to work are eligible for paid vacation time. Unused vacation time does not rollover into the following year. The vacation allotment for part time employees is as follows:

January 1 <sup>st</sup> of the year after the employee's date of hire *In the initial year of hire, vacation is granted on a pro-rated basis	20 hours
After the employee reaches 5 years of service	40 hours

\* Please note that the vacation allotment will be determined by the number of months a part time employee works. This chart is for a 12 month part time employee. Please see the [Part Time Vacation Policy](#) on our website for the allotment amounts.

### Sick Leave

Upon hire, PT employees are entitled to 20 hrs sick/year. 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

All PT employees will be entitled to 5 hours of holiday credit on Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, MLK Day and Easter Monday along with one (1) floating holiday.

### 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.