

Benefits Summary

The information below is intended as a brief summary of current fringe benefits and other programs for Franklin & Marshall faculty, professional staff, and retirees. Additional information is available on the Human Resources web site (www.fandm.edu/x14472). Please refer to Summary Plan Descriptions (www.fandm.edu/x14564) for detailed information about a benefit plan.

Athletic Facilities

Eligibility: faculty, professional staff, and College retirees with valid College ID, plus each employee's/retiree's spouse or same-sex domestic partner and dependent children ages 12 through 18

- Faculty, professional staff, and retirees may use College athletic facilities, including the Alumni Sports & Fitness Center, during normal hours of operation. A valid Franklin & Marshall ID is required for admission to athletic facilities.

Bereavement Leave

Eligibility: full-time employees

- An employee may take up to 5 paid days off work following the death of his/her spouse or same-sex domestic partner or child, and up to 3 paid days off work following the death of his/her mother, father, step or foster parent, mother-in-law, father-in-law, son-in-law, daughter-in-law, sibling, or grandchild.
- One paid day may be taken following the death of an employee's relative other than those listed above.
- Following the death of a full-time College employee's spouse or same-sex domestic partner or child, the employee may request up to an additional 5 days of paid leave, to be taken within two months of the death. Such time away from work is to be scheduled in consultation with the supervisor.

Bookstore Discount

Eligibility: faculty and professional staff with valid College ID

- The Bookstore offers Franklin & Marshall employees a 10% discount on selected merchandise available at the Bookstore, with some exceptions such as adopted textbooks, special orders, sale merchandise, class and alumni rings, computer software, periodicals, health and beauty aids, food snacks, and beverages. Employees must show their College ID to receive this discount.

Childbirth / Adoption Leave Policies (Maternity / Paternity Leave)

Eligibility: full-time faculty and professional staff

- The College offers maternity and paternity leave, as well as flexibility in work schedules to parents following childbirth or adoption.
- Full-time members of the professional staff (new mothers and fathers) may use up to 20 paid sick days from their "Extended Sick Leave Bank" (ESLB) following childbirth or adoption. New mothers who give birth may use up to a total of 40 paid days from their ESLB following the birth.
- Full-time members of the faculty may request reduced / modified teaching schedules following childbirth or adoption.
- Please see www.fandm.edu/x14504 for more information.

Child Care Center

Eligibility: all faculty and professional staff (the Center is open to the public)

- Hildebrandt Learning Centers operates an accredited child care center and kindergarten at the College Hill Children's Center near the Franklin & Marshall campus. Children from 6 weeks of age through kindergarten-age are eligible to attend year-round. Summer programs and before- and after-school programs are also available for school-aged children. The Center is open to the public, although College faculty and professional staff receive priority if there is a waiting list for enrollment. See www.fandm.edu/childrenscenter for more information.

City Life Program

Eligibility: full-time faculty and professional staff who purchase or own a home in the eligible Franklin & Marshall neighborhood (those on temporary or visiting appointments are not eligible)

- Through City Life, eligible employees may receive financial assistance when purchasing a home or making certain home improvements. The City Life Program applies to residential properties in the established area bordered by College Avenue, Orange Street, Arch Street, and Harrisburg Pike. Interested employees should contact the Endowment and Insurance Administrator, 291-4303, or see www.fandm.edu/citylife for details.

Computer Loans

Eligibility: faculty and professional staff who work at least 1,000 hours per year and have at least 12 consecutive months of service

- Eligible employees may receive no-interest loans to purchase Macintosh computers and printers through the MacHeads store at College Row. Loans are repaid through payroll deduction over a 12 or 24 month period. Only Mac computers and printers purchased through MacHeads at College Row qualify for no-interest loans through the College.
- The maximum loan is \$3,600, which must be repaid within 24 months.
- Interested employees should visit www.fandm.edu/x14688 for details.

Credit Union

Eligibility: faculty and professional staff

- Employees may choose to join LANCO Federal Credit Union.
- For further information, interested employees should call LANCO at 569-7180.

Dental Plan

Eligibility: full-time faculty and professional staff and their eligible dependents / full-time employees are eligible as of the first of the month following the date of hire

Dental benefits are provided to enrolled employees and their covered dependents as follows:

- 100% coverage is provided for preventive services such as cleanings and routine exams (with no employee-paid deductible required); up to two exams per calendar year
- 80% coverage is provided for basic restorative services such as fillings, extractions, and root canal therapy (participants pay 20% of a contracted rate when visiting a participating provider, plus the annual deductible); excludes orthodontia
- 50% coverage is provided for major restorative services such as crowns and dentures and bridgework, and for orthodontia services for children through age 18
- \$50 annual deductible per person, and up to \$150 for a family

- \$1,000 per child lifetime benefit maximum for orthodontia coverage
- \$1,000 per person / per year maximum coverage level (in addition to orthodontia for children)
- The highest level of coverage is available when services are received from a participating provider. Delta Dental, the dental plan administrative services provider, also provides coverage if services are received from a non-participating provider, although the participant is responsible for charges above Delta Dental's contracted rates.
- Year 2010 employee-paid premiums: \$25.44/month - employee only; \$44.49/month - employee + 1 dependent; \$66.48/month - employee + 2 or more dependents.

Direct Deposit

Eligibility: faculty and professional staff

- Employees may choose to have their total net pay deposited directly into their checking or savings account.
- Employees may sign-up for direct deposit through the Payroll office.

Discounts

Eligibility: faculty, professional staff, and College retirees

Various discounts are offered by other companies to College personnel:

- Faculty, professional staff, and retired members of the College community are eligible for discounted rates (10% discount) on individual long-term care insurance policies through MedAmerica. Interested individuals may call LTC Financial Partners, at (717) 514-1242, for details.
- Members of the College community are eligible for discounts on auto and homeowners insurance through Nationwide. Interested individuals should contact Hennessy & Associates, at (717) 393-9627, for complete details.

Education Benefits

Eligibility: full-time faculty and professional staff who meet years of service requirements as described below

The College offers several education assistance benefits for full-time faculty and professional staff and their dependents:

- Tuition Assistance for Employees: immediately upon hire, full-time employees may enroll in Elizabethtown College courses on a part-time basis and pay no tuition fees. *Course must be held on the Franklin & Marshall campus.* Employees must pay registration fees, fees for books, lab fees, and other miscellaneous expenses. Employees may also enroll in Franklin & Marshall classes on a part-time basis without tuition fees. Such classes must be held during the employee's non-working hours.
- Tuition Assistance for Spouses: a full-time College employee's spouse or same-sex domestic partner may take courses on a part-time basis through Elizabethtown College, with no tuition fees. This benefit is available only for Elizabethtown College courses *held on the Franklin & Marshall campus.* After an employee has been employed with the College for 5 years, his/her spouse or same-sex domestic partner may take Franklin & Marshall classes on a part-time basis with no tuition fees. The spouse / partner may also enroll at Franklin & Marshall on a full-time basis and 85% of tuition will be waived.

- Grant-in-Aid for Dependent Children: after completion of 5 years of full-time employment, an employee may receive a grant equal to 85% of Franklin & Marshall's basic tuition rate, if his/her eligible dependent child attends Franklin & Marshall on a full-time basis (85% of tuition fees will be waived).
- Children's Scholarship for Dependent Children: an eligible full-time employee may apply for a scholarship for his/her dependent child(ren), to be used at any accredited college or university. The scholarship is the equivalent of 15% of Franklin & Marshall's basic tuition rate. Eligibility for this benefit begins when an employee has been employed full-time by the College for 5 years.
- Tuition Exchange for Dependent Children: an eligible employee may apply for a scholarship for his/her dependent child for undergraduate study at another institution participating in the Tuition Exchange program. Eligibility for this benefit begins when an employee has been employed full-time by the College for 5 years. Tuition Exchange participants receive scholarships to offset up to full tuition fees charged by the college or university to which they've been accepted. Some institutions may choose to offer scholarships equal to less than the cost of full tuition. More than 500 colleges and universities participate in the Tuition Exchange program. Franklin & Marshall employees must apply for Tuition Exchange through Human Resources by November 15 of the year preceding college admission. (*Note: Tuition Exchange scholarships are limited and there is no guarantee that a parent who applies on behalf of his/her child will be awarded a scholarship.*)
- Education benefits for dependent children are awarded on a semester by semester basis, for a total of 8 semesters. A child may receive only one benefit per semester.

Employee Assistance Program (EAP)

Eligibility: full-time faculty and professional staff

- Full-time employees, and family members residing in the employee's household, are eligible for 3 free sessions with a trained counselor per fiscal year, per life event. Counselors can assist with family and relationship issues, work/life balance, stress, substance abuse, depression, etc.
- To access the EAP, employees may call (717) 394-6688 or (800) 327-7770.
- The services of the EAP are completely confidential.

Family and Medical Leave

Eligibility: all faculty and professional staff who have worked at least 12 months at the College, and who have worked a minimum of 1250 hours during the 12 month period immediately prior to commencement of leave

- Eligible employees may apply for up to 60 days of unpaid Family and Medical Leave (FML) due to their own serious health condition; to care for a child, spouse or same-sex domestic partner, or parent with a serious health condition; following childbirth or adoption; or due to an urgent need arising out of an employee's dependent's call to active duty. Additionally, an employee may apply for up to 26 weeks of unpaid leave to care for an eligible family member injured during active duty.
- To apply for leave, the employee must complete an application, available from Human Resources, and have his/her physician complete a health certification.
- Full-time members of the faculty and professional staff may use paid sick days and/or vacation days for which they are eligible in conjunction with Family and Medical Leave.

Family Illness Days

Eligibility: full-time, non-exempt professional staff

- Immediately upon hire, an eligible non-exempt employee may take up to 3 paid days off work per fiscal year if a family member's illness prevents him/her from coming to work.
- Family Illness Days may not be carried over from year to year and there is no pay for unused days.

(As noted under "Sick Leave" below, full-time members of the faculty and professional staff may use up to 10 of their paid sick days" per fiscal year in the event the employee must care for an ill family member or accompany a child to health care appointments and, therefore, cannot work.)

Flexible Spending Accounts Plan

Eligibility: full-time faculty and professional staff and those who work at least 1,000 hours per calendar year / employees are eligible as of the first of the month following the date of hire

- An employee may designate a portion of salary to be deducted from his/her paychecks on a pre-tax basis and put into a Medical Expense Reimbursement Account and/or Dependent Care Account. Money in these accounts is then used by the employee to pay for eligible unreimbursed medical expenses or dependent care costs. Participation in the Flexible Spending Accounts Plan reduces the portion of the participant's income which is subject to federal income tax and Social Security taxes.
- After an employee pays for medical care not covered by any health insurance plan, or pays dependent care expenses, he/she may submit a claim form and receipts to be reimbursed for these expenses from his/her Medical Expense Reimbursement Account and/or Dependent Care Account.
- Current salary reduction limits for the Flexible Spending Accounts are: Dependent Care - \$5,000, or \$2,500 for a married person filing as single; Medical Expense Reimbursement Account - \$3,500.
- Based on IRS regulations, any money left in an employee's Medical Expense Reimbursement Account as of March 15 of the following year or an employee's Dependent Care Account at the end of the calendar year must be forfeited by the employee. Therefore, careful planning is necessary when designating a salary reduction amount.
- Changes to an employee's Flexible Spending Accounts elections generally cannot be made after the start of the plan year on January 1.
- An employee must complete an enrollment form each year, during Open Enrollment, to continue participating in the Medical Expense Reimbursement Account and/or Dependent Care Account.

Flexible Work Hours

Eligibility: professional staff

- The Flexible Work Hours Policy is designed to provide members of the professional staff with reasonable flexibility in establishing their daily working hours so they are better able to balance the needs of family and work. Staff members must maintain their standard number of daily and weekly work hours.
- A professional staff member may request, through his/her manager or department chair, to begin each work day, Monday through Friday, no later than 9:30 a.m., and leave work each day no earlier than 3:30 p.m., after working his/her regularly scheduled 7, 7.5, or 8 paid hours and taking a minimum half-hour unpaid lunch break or maximum one hour unpaid lunch break each day.
- Additionally, members of the professional staff may elect, with their manager's approval, to *reduce* their work hours following Commencement and throughout the summer months, with a corresponding reduction in annual salary.

Foreign Business Travel Services

Eligibility: faculty and professional staff

- Several services are provided to employees traveling abroad for College business. To access these services, employees must register with the Finance office. When registration is received, the employee will be sent information tailored to his/her trip, including travel alerts, medical alerts, and an access card for the "executive assistance program". Please see www.fandm.edu/x7916 for full details.

Health and Wellness

Eligibility: faculty and professional staff

The College offers various health and wellness-related services:

- counseling through the Employee Assistance Program at no cost to the participant (see www.fandm.edu/x14544)
- use of athletic facilities and equipment at no charge (see www.fandm.edu/x14680)
- on-site fitness classes through the department of Athletics & Recreation
- discounts on fitness center memberships and classes at approved facilities, and online health education programs through the College's Health & Prescription Drug Plan administrator (see www.highmarkblueshield.com for details)

Health Plan

Eligibility: full-time faculty and professional staff and their eligible dependents / full-time employees are eligible as of the first of the month following the date of hire

The College offers:

- **The High Deductible Health Plan with Health Reimbursement Account**, which combines the lowest monthly premiums and a College-funded account to help offset the \$1,000 per individual / up to \$2,000 per family annual deductible
- **The PPO Health Plan \$250**, which combines low monthly premiums and a low \$250 per person / up to \$500 per family annual deductible.
- **The PPO Health Plan \$100**, which offers competitive monthly premiums and the lowest annual deductibles - \$100 per person / up to \$200 per family.
- Health coverage includes prescription drug coverage and a vision care benefit, which are the same across each health plan option listed above.
- Employees and retirees receive the highest level of coverage when receiving treatment from a health care provider participating in the Highmark BlueShield PPO network. Most health care services are covered at the 100% level, after applicable office visit co-payments and deductibles have been paid by the plan participant. Participants may seek treatment from a non-participating provider and receive a lower level of coverage.
- Those living outside Pennsylvania receive the highest level of coverage when seeing health care providers who participate with their local Blue Cross Blue Shield plan network.
- HDHP participants receive a College-funded contribution to their Health Reimbursement Account (HRA) to help offset the \$1,000/individual, \$2,000/family health plan deductible, as follows: \$420/calendar year - those with single coverage; \$840/year - employee + 1 dependent; \$1,260/year - employee + 2 or more dependents; any funds remaining in an individual's HRA at the end of the calendar year roll forward to the next calendar year and are combined with that year's annual College-funded HRA contribution (as long as the employee remains enrolled in the HDHP).
- Year 2010 employee-paid premiums: *HDHP*: \$36.00/month - employee; \$71.00/month - employee + 1 dependent; \$106.00/month - employee + 2 or more dependents; *PPO Health Plan \$250*: \$54.50/month - employee; \$108.80/month - employee + 1 dependent; \$146.41/month - employee + 2 or more dependents; *PPO Health Plan \$100*: \$121.79/month - employee; \$243.18/month - employee + 1 dependent; \$326.76/month - employee + 2 or more dependents.

Holidays

Eligibility: full-time faculty and professional staff

- The College generally grants up to 12 paid holidays per fiscal year to full-time employees. See www.fandm.edu/x14698 for the current College holiday schedule.

Jury Duty Pay

Eligibility: full-time faculty and professional staff, and regular part-time professional staff

- Employees required to serve jury duty, or subpoenaed as a witness, receive full base wages while serving, minus any payment received from the court.

Library Access

Eligibility: faculty and professional staff and College retirees

- Employees may use campus library facilities during normal hours of operation. A valid Franklin & Marshall identification card is required to borrow books.

Life Insurance

Eligibility: full-time faculty and professional staff

- College paid; no employee premiums required.
- Basic life: benefit equal to 1.5 times base annual salary, rounded to nearest \$1,000. The maximum coverage amount is \$100,000.
- AD&D: benefit equal to 1.5 times base annual salary up to maximum of \$100,000. Paid in addition to basic life.

Long-term Disability Insurance

Eligibility: full-time faculty and professional staff / effective after completion of 1 year of full-time service, unless the employee provides written verification that he/she was covered under a group LTD insurance policy with a prior employer within 3 months of Franklin & Marshall employment

- If an eligible employee has been totally disabled and unable to work for 6 consecutive months, a monthly Long-term Disability benefit equal to 60% of base monthly salary, up to a maximum of \$10,000/month, will be paid. Income from all other sources (Social Security, Workers' Comp., or other government programs) will reduce the LTD benefit so that the total of all benefits received equals 60% of salary.
- Retirement Plan participants will also receive a monthly retirement annuity benefit equal to 12% of base monthly earnings (15% for those appointed to a full-time position on or prior to July 1, 2006), up to a \$2,500, paid to their retirement account.

Moving Expense Reimbursement

Eligibility: full-time exempt faculty and professional staff

- For eligible new employees, the College reimburses reasonable moving expenses associated with moving household items, with a maximum reimbursement based on the distance moved:
 - less than 1,000 miles: \$1,000
 - 1,000 - 1,999 miles: \$1,500
 - 2,000 or more miles: \$2,000
- There is no reimbursement for expenses associated with storing household items or costs associated with moving to or from a non-primary residence.
- The College will reimburse full-time visiting faculty members up to \$600 for moving expenses.

Paid Time Off Work for Service through the Franklin & Marshall and Big Brothers Big Sisters Mentoring Program

Eligibility: full-time professional staff

- Eligible College employees may request paid time off work in order to engage in community service work through the Franklin & Marshall and Big Brothers Big Sisters mentoring program for students at Reynolds Middle School.
- A full-time professional staff member may request, through his/her manager or department chair, up to 1 hour of paid time off work per scheduled work week, in order to provide volunteer services through the Franklin & Marshall and Big Brothers Big Sisters mentoring program.
- Staff members who are interested in participating in this mentoring program should contact the Big Brothers Big Sisters caseworker, at (717) 358-4641, for more information.

Personal Days

Eligibility: full-time, non-exempt professional staff / eligible as outlined below

- Eligible non-exempt employees may take paid personal days as follows, scheduled in consultation with the supervisor:
 - 2 paid personal days per fiscal year (July through June) immediately upon appointment to a full-time position,
 - up to 3 paid personal days per fiscal year after completion of two years of employment,
 - up to 4 paid personal days per fiscal year after completion of 15 years of employment
- Personal days may not be carried over from year to year and there is no pay for unused days.

Prescription Drug Coverage

Eligibility: full-time faculty and professional staff and eligible dependents enrolled in the College Health & Prescription Drug Plan / eligible on the 1st of the month following full time employment

- Prescriptions for a one month – 30-day - supply of medicine or less may be purchased at a participating pharmacy using the Highmark ID card. Participant co-payments are: *Generic Medicine: 15% of the drug cost, with a \$5 minimum and \$15 maximum per prescription; Formulary Brand Name Medicine: 25% of the drug cost, with a \$20 minimum and \$50 maximum per prescription; Non-formulary Brand Name Medicine: 35% of the drug cost, with a \$40 minimum and \$70 maximum per prescription.*
- Prescriptions for medicines taken on a regular basis may be purchased through the Highmark / Medco mail order program. Mail order co-payments for a 90-day supply of medicine are: *Generic*

Medicine: 15% of the drug cost, with a \$10 minimum and \$30 maximum per prescription; Formulary Brand Name Medicine: 25% of the drug cost, with a \$40 minimum and \$100 maximum per prescription; Non-formulary Brand Name Medicine: 35% of the drug cost, with a \$80 minimum and \$140 maximum per prescription.

Retiree Health & Life Insurance

Eligibility: to be eligible for benefits as a College retiree, a faculty or professional staff member must have worked at the College on a full-time basis for at least 10 consecutive full years after age 50. Individuals meeting this definition are eligible for continued health and prescription drug coverage and retiree life insurance coverage. (Note, faculty and staff always own the funds in their retirement savings account administered by TIAA-CREF, regardless of the age at which they leave the College)

- Retirees may enroll in the PPO Health Plan \$250 or the PPO Health Plan \$100.
- Retirees receive the highest level of coverage when receiving treatment from a health care provider participating in the Highmark BlueShield PPO network. Most health care services are covered at the 100% level, after applicable office visit co-payments and deductibles have been paid by the plan participant. Participants may seek treatment from a non-participating provider and receive a lower level of coverage.
- Those living outside Pennsylvania receive the highest level of coverage when seeing health care providers who participate with their local Blue Cross Blue Shield plan network.
- College retirees enrolled in Medicare, and those who retired through a College-approved early retirement program, currently pay the same premiums for their health coverage as active employees.
- Retirees not yet eligible for Medicare coverage pay the full average premium for health and prescription drug coverage until enrolled in Medicare.
- Retirees and spouses must enroll in Medicare Parts A and B on the earliest possible date, in order to retain coverage through the College's Plan. Retirees and spouses pay the Medicare Part B premium in addition to premiums paid to the College.
- When a retiree dies, his/her spouse may retain health insurance coverage for up to 90 days by paying the required premiums, as long as the spouse was a covered dependent immediately before the retiree's death. Following the 90 day period, continued coverage is available through "COBRA".
- Retirees retain College-paid life insurance in an amount equal to 25% of their coverage immediately prior to retirement or immediately prior to age 70, whichever is greater.

Retirement Savings Plan

Eligibility: College contribution - full-time faculty and professional staff / eligible on July 1st or January 1st following completion of 2 years of full-time service / 6 months of the 2 year waiting period will be waived for each 2 consecutive years of prior full-time employment at a qualifying institution of higher education; Elective contribution - Immediately upon hire, employees working at least 20 hours per week and/or 1,000 hours per year may make contributions through pre-tax deductions from their paychecks.

- The College contributes the equivalent of 12% of an eligible employee's base salary to his/her retirement account (15% for those appointed to a full-time position on or prior to July 1, 2006). The employee chooses how to invest this contribution. Contributions may be invested among various annuities and mutual funds administered by TIAA-CREF.
- Immediately upon hire, employees working at least 20 hours per week may make contributions through pre-tax deductions from their paychecks. The minimum contribution is \$200/calendar year. To begin making elective contributions, an individual should obtain the appropriate form from the Human Resources public folder in eDisk, or from www.fandm.edu/x18495.

- During calendar year 2010, employees may contribute up to \$16,500 to the Retirement Plan. Employees who will be at least age 50 by the end of the calendar year may contribute an additional \$5,500. The contribution limit for College and employee elective contributions combined is \$49,000 or 100% of compensation, whichever is less.
- College contributions may not be withdrawn while employed full-time.
- An employee's elective (voluntary) contributions may be withdrawn once the employee reaches age 59-1/2 or older, without penalty (normal Federal taxes will be withheld).
- Generally, an employee who terminates employment at age 59-1/2 or older may withdraw funds from College contributions and elective contributions without a tax penalty (normal Federal income taxes will be withheld). Faculty members participating in the Phased Retirement Program or Pre-retirement Leave Program, who are at least age 60, as well as full-time employees who switch to part-time status and are at least age 60, may withdraw College and elective contributions.
- Loans are available to employees from their elective and College contributions to the Retirement Plan, and are re-paid directly to TIAA-CREF.
- "Hardship Withdrawals" are available from an employee's elective contributions if an employee qualifies. A 10% penalty, in addition to applicable Federal taxes, will generally be withheld.

Sick Leave

Eligibility: full-time faculty and professional staff

- Full-time members of the professional staff receive up to 12 Annual Paid Sick Days each fiscal year, to be used during their own short-term illness or non-occupational injury.
- Full-time members of the professional staff may use up to 10 of their "Annual Paid Sick Days" per fiscal year in the event the staff member must care for an ill family member or accompany a child to health care appointments and, therefore, cannot work (however, staff receive up to a total of 12 "Annual Paid Sick Days" per fiscal year).
- Full-time professional staff with at least 1 year of service also receive a one-time allocation of 30 paid sick days to an Extended Sick Leave Bank (ESLB). An employee's ESLB may be used to help cover extended absences from work (12 days or longer). At the end of each fiscal year, any unused Annual Paid Sick Days will roll into the employee's ESLB. The maximum accumulation in any employee's ESLB will be 130 days.
- Days from the ESLB may be used to take paid maternity or paternity leave following childbirth or adoption (up to 20 paid days, or up to 40 paid days for a new mother following childbirth).
- Full-time faculty receive paid sick leave based on length of service, up to 130 paid days. Faculty members may use up to 10 of their paid sick days per fiscal year to care for an ill family member.

Vacation

Eligibility: full-time professional staff

- Full-time exempt employees: beginning with the 1st year of employment, exempt employees earn the equivalent of 2 paid vacation days per work month, to be taken during the fiscal year (July 1 - June 30). Those on a 12-month appointment receive a total of 24 days per fiscal year, those on a 10-month appointment receive 20 days.
- During the 1st year of employment, vacation days may be taken as they are earned (paid days are earned at the rate of 2 per month of work). After the 1st year of employment, vacation days may be taken at any time during the fiscal year, with supervisory approval.
- Full-time non-exempt employees are eligible for paid vacation days based on length of service:
 - 1 through 4 years: 10 days per fiscal year
 - at completion of 5 - 9 years: 15 days
 - at completion of 10 years or more: 20 days

- During the 1st year of employment, vacation days may be taken as they are earned (paid days are earned at the rate of .83 per month of work for non-exempt personnel). After the 1st year of employment, vacation days may be taken at any time during the fiscal year, with supervisory approval.
- Unused vacation may not be carried over from year-to-year, and pay in lieu of vacation will not be granted.

Vision Care

Eligibility: full-time faculty and professional staff, retirees, and dependents enrolled in the Health Insurance & Prescription Drug Plan

- If services are received from a participating NVA provider, coverage is provided for one routine vision exam per 12 months; standard glass or plastic prescription lenses every 12 months and a \$60 allowance toward frames every 24 months, or a \$75 allowance for contact lenses every 12 months in lieu of glasses. Additional discounts may apply.

The College reserves the right to modify or discontinue benefit plans and programs.

11/2/2009