

North Carolina State University

Benefits Overview

for Faculty and Staff

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*North Carolina
State University
Benefits Office*



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This document is designed to provide a general overview of the benefits the University provides. Please review the actual benefit summary documents provided by each vendor for specific coverage. The University Benefits office is not responsible or liable for any actions taken from use of content. Please make your own inquiries before making any financial or insurance decisions.

New or newly certified benefits-eligible employees are required to attend orientation for an in-depth presentation outlining each benefit plan. **You must enroll in the benefit plans of your choice within 30 days of your date of hire to avoid waiting periods or evidence of insurability requirements.** The Personnel Representative within your department should register new or newly benefits-eligible employees for orientation.

State Health Plan

NC State University provides health insurance to SPA (Subject to State Personnel Act) and EPA (Exempt from Personnel Act) employees who work at least 30 hours per week (.75 FTE) for 9 or more months per year on a recurring basis. Eligible employees may elect the NC SmartChoice PPO Plans, which are underwritten by the State Health Plan (SHP) and administered by Blue Cross Blue Shield. New employees and dependents enrolling when first eligible are not subject to a waiting period for preexisting conditions under the plan. The University contributes **\$410.80** each month towards the total cost for all permanent employees who work at least 30 hours per week (.75 FTE), and who are in 9 month or greater contracts or work obligations on a recurring basis.

Enrollment

Employees must enroll within 30 days of their hire date to avoid having any pre-existing condition exclusions applied to their coverage. Coverage may begin the first of the month following your hire date or the first of the second month following your hire date. Employees select which month the coverage will begin. For example, a new employee hired on August 16th may begin coverage on either September 1st or October 1st. **(Insurance premiums are deducted one month in advance of the coverage effective date.)**

Enrollment into the State Health Plan (SHP) is done online at <https://ncsubenefits.hrintouch.com>. Eligible employees will log in to this system by entering the 9-digit Employee ID number assigned by NC State as the login ID. The initial password will be the first two letters of the last name and then your birth date numerically. The first letter of the last name should be capitalized, the second lower case. For example:

John Smith, born February 6, 1955 as Sm02061955 or Susan Jones, born October 12, 1948 as Jo10121948

Coverage Options

Employees can choose from two types of PPO (Preferred Provider Organization) plans: NC SmartChoice Basic 70/30 or NC SmartChoice Standard 80/20. Both of these plans provide coverage for in-network providers as well as out-of-network providers. Compare these plans at http://statehealthplan.state.nc.us/pdf/health-plan-benefit-summ_2009-2010.pdf.

PPO Plan Coverage Types:

Employee Only

Employee/Child/Children: Coverage for an employee and any number of children (rates are the same regardless of the number of children covered)

Employee/Spouse: Coverage for an employee and spouse

Employee/Family: Coverage for an employee, spouse, and any number of children

State Health Plan Rates

<i>Rates are subject to change based on the General Legislature</i>	MONTHLY RATES	
	NC Smart Choice Basic	NC Smart Choice Standard
Coinsurance Percent	PPO 70/30	PPO 80/20
NON-MEDICARE ACTIVE EMPLOYEES		
EMPLOYEE	no cost	no cost
EMPLOYEE +CHILD(REN)	\$ 178.68	\$ 237.62
EMPLOYEE +SPOUSE	\$ 460.36	\$ 547.48
EMPLOYEE +FAMILY	\$ 490.34	\$ 580.44

The University contributes **\$410.80** each month towards the total cost for all permanent employees who work at least 30 hours per week (.75 FTE), and who work 9 or more months per year.

- All premiums are paid on a pre-tax basis, unless otherwise requested.
- Employees have the option to add/drop coverage during Annual Enrollment. A waiting period for pre-existing conditions may apply if enrolling for the first time.
- Federal regulations governing pre-tax benefits prohibit changing or stopping your coverage during the year unless you have a qualifying family status change.

Eligible employees who work between 20-29 hours per week (.50 FTE) for 9 or more months per year are eligible for health insurance; however, they are responsible for the total cost.

Health Insurance Benefits Summary

BENEFIT	NC SmartChoice Basic PPO	NC SmartChoice Standard PPO
Maximum Benefit	Unlimited	Unlimited
Plan Year	July 1 through June 30 (fiscal year)	July 1 through June 30 (fiscal year)
Deductible	\$800 for in network (\$2400 max) \$1600 for out of network (\$4800 max)	\$600 for in network (\$1800 max) \$1200 for out of network (\$3600 max)
Coinsurance	70/30 plan \$3250 max each or \$9750 family max for in network. \$6500 max each or \$19,500 family max for out of network	80/20 plan \$2750 max each or \$8250 family max for in network. \$5500 max each or \$16,500 family max for out of network
Prescription Drugs (Not subject to deductible and coinsurance)	Co-payments for each 30-day supply \$10 Generic \$35 Preferred Brand without Generic \$55 Non-Preferred Brand Preferred Brand with Generic (subject to difference between preferred brand and generic, plus \$10 copay) Co-payment limit of \$2,500 per person per Plan year	Co-payments for each 30-day supply \$10 Generic \$35 Preferred Brand without Generic \$55 Non-Preferred Brand Preferred Brand with Generic (subject to difference between preferred brand and generic, plus \$10 copay) Co-payment limit of \$2,500 per person per Plan year
Physician Services <ul style="list-style-type: none"> ▪ Office visits ▪ Surgery ▪ Inpatient care ▪ X-ray, lab, radiation therapy 	In-network doctor visits are \$30 copay. In-network specialists are \$70 copay. Out-of-network doctor visits are covered after deductible and 50% coinsurance.	In-network doctor visits are \$25 copay. In-network specialists are \$60 copay. Out-of-network doctor visits are covered after deductible and 40% coinsurance.
Urgent Care	\$75 copay	\$75 copay
Inpatient Services	\$250 copay then deductible and coinsurance	\$200 copay then deductible and coinsurance
Outpatient Hospital and Ambulatory Surgical Center	Deductible and coinsurance	Deductible and coinsurance
Emergency Room	\$250 then deductible and coinsurance	\$200 then deductible and coinsurance
Wellness Benefits <ul style="list-style-type: none"> ▪ Routine examinations 	No limit on wellness benefits. \$30 copay for Primary Care in-network doctor. Out-of-network is 50% coinsurance after deductible. Some screenings, tests and outpatient services may be subject to deductible and coinsurance	No limit on wellness benefits. \$25 copay for Primary Care in-network doctor. Out-of-network is 40% coinsurance after deductible. Some screenings, tests and outpatient services may be subject to deductible and coinsurance
Therapy Services	Chiropractic services are \$55 copay in-network. 50% coinsurance after deductible for out of network. Unlimited outpatient visits and inpatient days for the treatment of mental health and chemical dependency. However, prior authorization is required after 26 visits (combined in- and out-of-network office visits). Mental Health visits are subject to a \$55 copay for in-network. Out-of-network is 50% coinsurance; inpatient/outpatient mental services are with 70% plan paid after deductible for in-network and 50% plan paid after deductible for out-of-network	Chiropractic services are \$45 copay in-network. 40% coinsurance after deductible for out of network. Unlimited outpatient visits and inpatient days for the treatment of mental health and chemical dependency. However, prior authorization is required after 26 visits (combined in- and out-of-network office visits). Mental Health visits are subject to a \$45 copay for in-network. Out-of-network is 40% coinsurance; inpatient/outpatient mental services are with 80% plan paid after deductible for in-network and 60% plan paid after deductible for out-of-network

For more details on the medical policies, go to: <http://statehealthplan.state.nc.us/> or you can call the SHP Customer Service at 1-888-234-2416 with specific questions.

The above chart is only a summary of your benefits. Although a service may be covered, there may be limitations. If you do not see a service listed, do not assume that it is covered.

Benefits for the NC SmartChoice PPO Plans are based upon legislation enacted by the North Carolina General Assembly as well as the medical policies approved by the SHP Executive Administrator and Board of Trustees.

A list of In-Network doctors for the PPO plans can be found at:
<http://www.bcbsnc.com/apps/providers/search.do?LOB=PPO1&searchType=Doctor>

Pre-tax Benefits (NC Flex)

The State of North Carolina contracts with vendors to provide an array of voluntary pre-tax plans. NC Flex allows you to save on your payroll deductions for expenses associated with health and dental care not covered by insurance plans. Deductions are made on a pre-tax basis for the NC Flex benefits. Plans included in the NC Flex Program are:

- Health Care and Dependent Care Flexible Spending Accounts
- Vision
- Accidental Death and Dismemberment (AD&D) Insurance
- Dental
- Pre-tax Term Life Insurance
- Cancer Plan
- Critical Illness Plan

You are eligible to participate in the NC Flex Program if you are a University employee working 20 or more hours per week (.5 FTE or greater) in a SPA or EPA position on a 9 month or greater contract/work obligation on a recurring position. Participation for new employees begins the first of the month after your hire date as long as it is within 30 days from your date of hire.

Once enrolled in the NC Flex Program, federal laws regarding pre-tax benefits prohibit changing or stopping participation during the year unless you have a qualifying family status change. Eligible employees can enroll in the NC Flex plans at www.ncflexonline.org

Health Care Flexible Spending Account: This plan allows for reimbursement of out-of-pocket medical expenses from pre-tax dollars you contribute for medical, dental, or other health care expenses not covered by health or dental insurance. *You must enroll in this plan each year.* You can sign up for a convenience card, which allows you the opportunity to pay expenses directly to providers or pharmacies—it's just like using a credit card!

- You may choose to set aside an amount through payroll deduction on a pre-tax basis. (minimum \$120/year, maximum \$5000/year)
- This is a use it or lose it plan. Leftover balances at the end of the calendar year are forfeited.

For more details visit: <http://www.osp.state.nc.us/ncflex/PDFs/HCFSA2010.pdf>

Dependent Day Care Flexible Spending Account: This plan benefits employees with dependent children under age 13, an incapacitated spouse, or dependent adult who lives with the employee at least 8 hours a day. With this account you are reimbursed with pre-tax dollars you contribute for childcare or dependent adult care expenses that allow you to continue to work. *You must enroll in this plan each year.*

- You may choose to set aside an amount through payroll deduction on a pre-tax basis. (minimum \$120/year, maximum \$5000/year)
- This is a use it or lose it plan. Leftover balances at the end of the calendar year are forfeited.

For more details visit: <http://www.osp.state.nc.us/ncflex/PDFs/DCFSA2010.pdf>

Dental Plan: NC Flex offers two dental plans. Both offer the freedom to choose your own dental provider.

- Plan 1: High Option offers coverage for diagnostic care, preventive care, basic and major services for yourself, your spouse, and your dependents up to the age of 19 or, if enrolled as a full-time student, up to the age of 26. Orthodontic coverage is also provided for dependents under 19 years old (12-month waiting period applies once signed up). A 12-month waiting period will apply to all late enrollees after the 30-day new hire window.
- Plan 2: Low Option offers coverage for diagnostic care, preventive care, and basic services for yourself, your spouse, and your dependents. A 12-month waiting period will apply to all late enrollees after the 30-day new hire window or at annual enrollment if moving up to the high option plan.

For more details visit: <http://www.osp.state.nc.us/ncflex/PDFs/Dental2010.pdf>

	High Option	Low Option
Employee Only	\$36.30	\$20.72
Employee + Spouse	\$72.82	\$41.78
Employee and One Child	\$69.86	\$40.10
Employee and Two or more Children	\$88.30	\$51.08
Family	\$128.56	\$71.52

Vision: This plan offers three levels of benefits.

- Plan 1 provides comprehensive vision care services, including the vision exam and materials.
- Plan 2 provides benefits for vision care materials but not for the vision exam. You can receive a contact lens allowance in lieu of eyeglass lenses and frames.
- Plan 3 provides enhanced exam benefits and extended materials benefits.

For more information visit: <http://www.osp.state.nc.us/ncflex/PDFs/Vision2010.pdf>

	Employee Only	Employee and Family
Plan 1	\$6.84	\$17.37
Plan 2	\$5.14	\$12.72
Plan 3	\$9.98	\$25.10

Cancer Insurance: Your health insurance pays for the medical treatment of cancer. This plan is designed to help pay for cancer-related expenses and those incidental expenses we don't normally think about. In addition to cancer coverage, this insurance pays benefits for 29 other specified diseases such as Muscular Dystrophy, Multiple Sclerosis, Tuberculosis, Sickle Cell Anemia and Cystic Fibrosis.

For more information visit: <http://www.osp.state.nc.us/ncflex/PDFs/Cancer2010.pdf>

The monthly premium is based on the plan you choose and whether you choose to cover yourself only or your family as well.

	Employee Only	Employee and Family
Low Option	\$6.78	\$11.26
High Option	\$15.68	\$26.06
Premium Option	\$21.64	\$35.96

Accidental Death and Dismemberment Insurance: The voluntary Accidental Death and Dismemberment (AD&D) insurance plan is insured by UNUM. This is not a life insurance plan. It pays a benefit if you suffer a loss or disabling injury as the result of an accident while covered. For more information visit:

<http://www.osp.state.nc.us/ncflex/PDFs/ADD2010.pdf>

- Education Benefit –5% of coverage to a maximum of \$5,000 to dependent children to help provide support for their education beyond the 12th grade.
- Day Care Benefit –3% of coverage to a maximum of \$3,000 for eligible dependent children.
- Emergency Travel Assistance – Services provided to arrange and pay for certain medical emergencies when you are 100 miles or more from home.
- Survivor's Benefit – 1% of your coverage amount for 12 consecutive months.
- Portability – When your employment ends, you may elect to continue your AD&D coverage for yourself and your dependents at the current group rates.

Principal Sum	Employee Only	Employee and Family	Principal Sum	Employee Only	Employee and Family
\$50,000	\$.96	\$1.50	\$200,000	\$3.80	\$6.00
\$75,000	\$1.42	\$2.26	\$250,000	\$4.76	\$7.50
\$100,000	\$1.90	\$3.00	\$300,000	\$5.70	\$9.00
\$125,000	\$2.38	\$3.74	\$350,000	\$6.64	\$10.50
\$150,000	\$2.86	\$4.50	\$400,000	\$7.60	\$12.00
\$175,000	\$3.32	\$5.26	\$500,000	\$9.50	\$15.00

NC Flex Group Term Life Insurance: This pre-tax term life insurance plan is designed to provide financial security for your family in the event of your death. New employees, who apply for coverage within 30 days of hire, may enroll for an amount up to \$100,000.00 without submitting evidence of insurability. Amounts above \$100,000.00 require evidence of insurability and are subject to approval by the plan. You can elect life insurance coverage in \$10,000 increments. A minimum of \$20,000 of coverage is available up to a maximum of \$500,000. However, coverage may not exceed five times your base annual earnings. Please note that you may not cover dependents on this plan and the coverage may be taxable according to IRS regulations.

The plan also offers continuation privileges after termination or retirement.

For more information visit: <http://www.osp.state.nc.us/ncflex/PDFs/GroupTermLife2010.pdf>

Rate Chart Monthly Rates/ \$1,000 Coverage

Age	Rates
< 25	\$0.049
25 – 29	\$0.059
30 – 34	\$0.079
35 – 39	\$0.089
40 – 44	\$0.139
45 – 49	\$0.198
50 – 54	\$0.337
55 – 59	\$0.564
60 – 64	\$0.84
65 –69	\$1.73
70+	\$2.52

Critical Illness Plan: This pre-tax insurance complements your existing medical coverage, but does not replace it. The coverage pays a lump-sum payment when a covered person experiences a covered condition. You may use the lump-sum payment as you see fit to help keep your finances on track if you experience a covered condition. Covered conditions include cancer, heart-related and certain organ conditions. Each condition is covered up to a \$15,000 benefit. Certain waiting periods and pre-existing conditions may apply. Employees may cover spouse and qualified children. Spouse coverage rates are based on age. Child coverage is a flat \$1.04/month flat rate no matter how many children. For more information visit <http://www.osp.state.nc.us/ncflex/PDFs/CriticalIllness2010.pdf>

Age	Rates
< 25	\$1.65
25 – 29	\$1.95
30 – 34	\$3.30
35 – 39	\$5.70
40 – 44	\$10.05
45 – 49	\$17.85
50 – 54	\$28.65
55 – 59	\$44.85
60 – 64	\$68.10
65 –69	\$103.50
70-74	\$149.85
75-79	\$212.25
80-84	\$266.40
85+	\$286.20

MetLife Group Term Life Insurance (Plan for NCSU employees)

Permanent employees who work at least 20 hours or more per week for 9 or more months per year are eligible to purchase

Group Term Life Insurance. This plan allows employees to choose 1, 2, 3, 4 or 5 times their annual salary up to a maximum of \$500,000 as the benefit amount. This insurance protection is economical and offered to spouses, domestic partners and children of enrolled employees as well. This is an after-tax deduction.

New employees who apply within 30 days of hire may enroll for an amount up to and including 3 times their annual salary (or to a maximum of \$250,000, whichever is less), enroll their spouse for up to \$50,000, and enroll any eligible children for up to \$10,000 without submitting evidence of insurability. Coverage greater than 3 times salary or greater than \$250,000 requires a statement of health to be completed for underwriting.

Rate Chart for MetLife Group Term Life (Employee/ Spouse/Domestic Partner Life Rates/ \$1,000 /Mo.)

Age	Rates
<35	\$.038
35-39	\$.043
40-44	\$.070
45-49	\$.116
50-54	\$.195
55-59	\$.320
60-64	\$.417
65-69	\$1.014
70-74	\$1.772
75+	\$2.116

The plan also offers conversion/continuation privileges after termination or retirement at higher rates.

- ◆ To calculate monthly premiums for employee and spouse/domestic partner, visit <http://www.fis.ncsu.edu/hr/benefits/benefitscalc.asp>
- ◆ Eligible children (age 19 and under/up to age 24 if not married and full-time college students) may be covered for \$2,000 (\$.21/month) or \$10,000 (\$1.03/per month).

Each month coverage levels /premiums adjust based on salary changes. For more information visit:

<http://www.fis.ncsu.edu/hr/benefits/metlife.asp>

Retirement Plans

Permanent employees, who work at least 30 hours per week (.75 FTE) and who are appointed for at least 9 months in a recurring position, must enroll in one of the mandatory retirement plans. **As mandated by State statute, each employee is required to contribute 6% of gross salary each pay period.** This amount is deducted automatically from your paycheck on a pre-tax basis. SPA employees

Permanent EPA employees who hold the rank of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer (including any such rank that has a prefix), Librarian, Instructional and Research Non-Faculty* or are in designated and approved Senior Academic and Administrative Officer positions have 60-days from their hire date to choose between the Teachers' and State Employees' Retirement System (TSERS) <http://www.nctreasurer.com/dsthome/RetirementSystems> or the Optional Retirement Program (ORP) <http://www.northcarolina.edu/hr/benefits/retirement/orp/orp.cfm> . **All other employees must enroll in TSERS.**

*[Instructional and Research Non-Faculty became eligible for ORP effective August 1, 2003]

The Teachers' and State Employees' Retirement System (TSERS)

TSERS is a defined benefit plan. Retirement benefits are based on salary, age, and years of creditable service. The University shares in the costs of funding this retirement plan based on calculations prepared by an actuary. Employees are vested after five years of contributory service. Once a new employee receives a welcome packet from TSERS, he/she can view account information online through the State Retirement's ORBIT system. Visit <http://www.nctreasurer.com/DSTHome/RetirementSystems/Active+Employees> for more information.

The following criteria must be met to receive a TSERS retirement benefit:

▪ **Service Retirement**

- ✓ At least age 65 and completing 5 years of creditable service,
- ✓ At least age 60 and completing 25 years of creditable service, or
- ✓ Completing 30 years of creditable service at any age. OR

▪ **Early Retirement**

- ✓ At least age 50 and completing 20 years of creditable service, or
- ✓ At least age 60 and completing 5 years of creditable service.

Death Benefit (for TSERS participants)

If you are an active member of TSERS and you die while still in active service (while being paid salary) after 1 year as a contributing member, your beneficiary will receive a lump sum payment. This benefit is offered through the Teachers' and State Employees' Retirement System (TSERS). The payment equals the highest 12 months' salary in a row during the 24 months before you die, but no less than \$25,000 and no more than \$50,000. Members of the ORP (Optional Retirement Plan) are not eligible for this death benefit.

Optional Retirement Program (ORP) –EPA employees only

ORP is a defined contribution plan and is one of the mandatory plans. Retirement benefits are based on the total accumulation in accounts including credited interest or dividends. Once vested (five years), you are entitled to the amount the University contributes on your behalf once you retire or terminate employment.

Permanent employees who have rank of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer (including any such rank that has a prefix), Librarian, Instructional and Research Non Faculty or are in designated and approved Senior Academic and Administrative Officer positions have 60 days from their hire date to choose between the Teachers' and State Employees' Retirement System (TSERS) or the Optional Retirement Program (ORP). **An employee who fails to make a selection within the 60-day timeframe, will be permanently enrolled in TSERS in accordance with State statute.** There are four vendors to choose from with the Optional Retirement Program:

VALIC- www.valic.com/uncorp

Fidelity- <http://www.mysavingsatwork.com/atwork/uncorp.htm>

Lincoln- http://enroll.newriver.com/Book_Comp.asp?BookId=1AWD185SDW554WEW463HGS3&

TIAA-CREF- <http://enroll.tiaa-cref.org/uncorp>

You may change future contributions between the four vendors anytime during the year. Transferring current balances between the vendors will be dependent on vendor rules and regulations. For more information visit:

<http://www.fis.ncsu.edu/hr/benefits/orp.asp#Enroll>

Voluntary Retirement Plans

In addition to the mandatory retirement programs, you may elect to participate in any or all of the tax deferred savings programs. The tax deferred savings programs include 401(k), 457 Deferred Compensation, and 403(b)'s.

The 401(k) program is administered through Prudential Retirement Services and the State Treasurer's Office.

Contributions to the 401(k) can be made on a pre-tax or post-tax (Roth) basis. The 457 Deferred Compensation program is administered through Prudential and the State Treasurer's Office. 457 contributions can be made on a pre-tax basis. Visit www.ncplans.prudential.com for more information.

The University of North Carolina System administers the 403(b) programs. Contributions to this plan can be made on a pre-tax or post-tax (Roth) basis. **The 403(b) vendors are: Fidelity and TIAA-CREF.**

For more information visit: <http://www.northcarolina.edu/403b>

For additional information regarding all of the Supplemental Retirement plans go to

<http://www7.acs.ncsu.edu/hr/benefits/rfp.asp#Supplemental>

Disability Plans

The University participates in the State-sponsored disability program. The Disability Income Plan of North Carolina (DIPNC) is paid by the University and is available to employees working at least three-quarter time for 9-months per year

and who participate in either the Optional Retirement Program (ORP) or the Teachers' and State Employees' Retirement System (TSERS). Additionally, supplemental (employee paid) disability plans are also available to employees working at least three-quarter time for 9-months per year.

State Disability Plans (Employer Provided)

The DIPNC is divided into short-term and long-term disability benefits. To be eligible for short-term disability (STD), the employee must have at least one year of contributing service in either the TSERS or the ORP, earned within 36 months prior to the onset of the disability. The State's STD plan pays a benefit of 50% of the base compensation, including longevity, up to a monthly maximum of \$3,000. Long Term Disability (LTD) is available to employees with at least five years of contributing service in either the TSERS or the ORP, earned within 96 months prior to the end of the short-term disability period. The State's LTD plan pays a benefit of 65% of the employee's annual base rate of compensation that was last payable at the beginning of the short-term disability period.

➤ **State Short-term Disability**

- Employees working 30 or more hours a week with at least one-year of contributing service to a mandatory retirement plan are eligible.
- There is a 60-day waiting period, which begins the day after the last day worked.
- The plan pays a benefit of 50% of the base compensation rate for one year or until no longer deemed disabled, whichever comes first. The plan only pays for a total disability and offsets benefits against other income. There is a monthly maximum of \$3,000.00.

➤ **State Long-term Disability**

- Individuals have to complete the one-year short-term disability period and be participating in one of the mandatory retirement plans, in order to apply for long-term disability.
- Individuals must have five years of creditable service in either TSERS or ORP; and must make application within 180 days after the conclusion of the STD period.
- Your disability must have been continuous, likely to be permanent and incurred at the time of active employment.
- You must terminate your employment as a full-time teacher or State employee.
- The plan pays a benefit of 65% of the base compensation rate until retirement eligibility or until you are no longer deemed disabled, whichever comes first. The plan only pays for a total disability and offsets benefits against other income. There is a monthly maximum of \$3,900.00.

Supplemental/ Optional Disability Plans (Employee Pays)

Individuals who have less than one year of creditable state service may want to invest in the optional short-term disability plan, which could possibly provide a salary replacement value up to 66 2/3% the base compensation rate for up to 60 days. Individuals with less than five years of creditable state service may also be interested in the optional long-term disability, which provides a salary replacement value of up to 66 2/3% of the base compensation rate.

➤ **Liberty Mutual Long-term Disability**

This long-term disability insurance plan is designed to provide coverage for those who are not eligible for the Disability Income Plan of North Carolina (DIPNC) and for those who wish to supplement their coverage under the State's disability plan. It works well for those participating in TSERS (Teachers' and State Employees' Retirement System). The Liberty Mutual plan provides a salary replacement value up to 66 2/3% of your annual base compensation, with a monthly maximum of \$10,000.00 and a minimum of \$250.00. This plan offsets benefits received from the DIPNC (once eligible), Social Security, Workers' Compensation, and other disability income. Benefits are payable after the 60 day waiting period. <http://www.fis.ncsu.edu/hr/benefits/suppDisability.asp>

➤ **Standard Insurance Long-term Disability**

This long-term plan is contracted by the UNC General Administration, the governing body for the UNC system, **for ORP (Optional Retirement Plan) participants**. This plan provides a salary replacement value up to 66 2/3% of your base annual compensation with a monthly maximum of \$10,000.00. Additionally, the Standard plan protects the employee's retirement by funding both the employee's and employer's monthly retirement contributions during the disability period. This plan also coordinates benefits with other income such as benefits paid under the Disability Income Plan of North Carolina (DIPNC) (once eligible). Benefits are payable after the 90 day waiting period. <http://www.fis.ncsu.edu/hr/benefits/suppDisability.asp>

Additional Benefits

Longevity Pay

SPA employees who have ten or more years of State service are eligible for longevity pay, which is based on length of state service and a percentage of the employee's annual salary. Eligible employees receive a lump sum payment during the pay period following the longevity anniversary date according to the following schedule:

<u>Years of Total Service</u>	<u>Longevity Pay Rate (expressed as a percent of the employee's annual salary)</u>
10 but less than 15 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent
25 or more years	4.50 percent

If you have questions, contact your supervisor, the departmental personnel representative, or Salary Administration (515-7929). **Longevity pay does not apply to EPA employees.**

Prepaid Legal Service – Hyatt Legal Plans, Inc. provides a package of personal legal services at an affordable cost. To review Hyatt Legal Summary of Benefits, please visit <http://www7.acs.ncsu.edu/hr/benefits/hyattlegal.asp>

Virtual Child Care Resource Center - the web-based information center provides added convenience by giving employees access to information on child care resources as well as on local schools. Visit: <http://www.fis.ncsu.edu/hr/benefits/childcare/default.asp>

Moving with the Pack - Preferred Real Estate Services Program - Current and new employees can enjoy this benefit whether moving to or within the area. Administered through FM Relocation, employees receive University negotiated discounts and value added services. A comprehensive Real Estate Services Program tailored to meet the unique needs of each employee and designed to minimize the stress associated with moving. Services include cash-back incentives for home sale and purchase, utility connection and disconnection convenience services, mortgage discounts, rental assistance, moving van services, and more. For additional information visit: <http://www7.acs.ncsu.edu/hr/benefits/discount.asp#Moving>

Long Term Care (LTC) – This type of coverage goes beyond medical and nursing care to provide coverage in the event you or a family member ever have a chronic illness or disability. Prudential Insurance is the vendor for this program. For more information visit, <http://www7.acs.ncsu.edu/hr/benefits/lifeinsurance.asp>

Financial Planning – The Benefits office offers financial planning workshops each fall and spring on topics relevant to retirement and investing for the future. Please visit <http://www7.acs.ncsu.edu/hr/benefits/registration/> for more information.

Automobile and Homeowners Insurance – Auto, home, and renter's insurance is available to eligible employees through payroll deduction through Travelers' Auto and Home Insurance Company. Contact the local representative, Providence Insurance Agency, Inc., 919/847-4909, for more information. Also visit their website for a quote <http://www.travelers.com/ncstate>

North Carolina 529 College Savings Plan– The easiest way to save for college is through post-tax payroll deductions into a very flexible and beneficial college savings program. North Carolina's National College Savings Program, administered by the North Carolina College Foundation, provides an array of investment options ranging from conservative to aggressive. Employees can set aside money into the program for children, themselves or others and pay no income tax on the earnings or interest. Pick up a packet from the Benefits office and visit <https://www.cfnc.org/index.jsp>

Credit Union – The State Employees Credit Union is a financial cooperative owned by its members who share a common bond of employment. Members are afforded opportunities to save at higher rates of interest and obtain low-cost loans. Permanent full-time employees are eligible to join. 800/275-7328 or www.ncsecu.org

Recognition Programs - Employees are recognized in formal ceremonies for achievements, accomplishments, and service. Recognition programs can be found at http://www7.acs.ncsu.edu/hr/benefits/recognition_nav.asp

All Campus Card – Employees may use their ID badge to charge purchases at all Campus Convenience stores, University Dining, and the Bookstore. Charges are then payroll deducted from employees pay. The All Campus Card may also be used for gym access and for checking books out from the library. For information, contact 919/515-3090 or apply at the West Dunn building.

WolfPerks - The WolfPerks program is a partnership with local, statewide and national businesses that offer discounts or other incentives to NC State University employees with valid University identification cards. Contact the Benefits Office with any questions regarding this program at 919/515-4282 or by reviewing the website, http://www7.acs.ncsu.edu/hr/benefits/disc_wlfprkwesave.asp

Notary Services – Notary Public service is provided by the Benefits department and is available to all employees at no charge.

Direct Deposit – The convenience of direct deposit makes banking hassle free. (All employees are required to have their paychecks directly deposited into the bank of their choice.)
http://www7.acs.ncsu.edu/hr/payroll/direct_deposit_info.asp

Pre-Tax Parking – Employees may elect to have parking costs deducted from their paychecks on a pre/after tax basis. www.ncsu.edu/transportation

Cultural Events – The University brings renowned performers in the fine arts, including jazz, ballet, acting companies, and others to campus. Employees and their families may purchase tickets at discounted rates. <http://www.ncsu.edu/arts/>

Sporting Events – NC State is a National Collegiate Athletic Association (NCAA) Division I school. Student athletes are recruited for sports such as football, men and women basketball/soccer, gymnastics, and baseball. Check out <http://www.gopack.com> or contact 919/865-1510 to find out about discounts.

Gym Access – The 330,000 square feet air conditioned Carmichael gymnasium provides students, faculty, and staff with one of the finest physical education/recreational facilities in the country. Employees can join for as little as \$180.00 per year. The fee may be deducted from your pay on a monthly basis. For more information, please contact a Membership Services representative at 919/513-3684 or <http://www.ncsu.edu/carmichael>

Key Haven – Kerr Lake Outdoor Recreation Area is a wooded peninsula on Kerr Lake, one hour north of Raleigh, that provides opportunities for camping, picnicking, boating, swimming, and fishing for a nominal fee. Maps, Keys, and information are available at 128 Polk Hall, 919/515-5697 or <http://www.ncsu.edu/keyhaven>.

University Club - was dedicated in 1965. The University Club's mission is to promote, develop and carry on recreational, social, entertainment, and amusement activities for members, their families and guests. All resident full-time and adjunct faculty, staff, students, alumni and University Affiliates of N.C. State University are eligible to join the University Club. Call 919/828-0308 for additional details.

State Employee's Association of North Carolina (SEANC) Association group that works for salary increases, retention, and expansion of fringe benefits. Membership also includes golf and tennis tournaments, cookouts, dances, and other annual gatherings. Tax-deductible dues may be paid in lump sum or through payroll deduction. 919/ 833-6436 or <http://www.seanc.org/site/>

Workers' Compensation-All employees are covered under the State's Workers' Compensation Program http://www7.acs.ncsu.edu/hr/benefits/wrk_comp.asp. Contact Leave Administration for more information at 919/515-4317.

Leave

To review information regarding the various types of leave, visit: <http://www.fis.ncsu.edu/hr/benefits/leave/default.asp>

Holidays

University employees receive the same number of paid holidays as other state employees; although the holidays set by NC State may vary from that of other agencies. The holiday schedule is announced annually in the Bulletin and on the Human Resources web site at <http://www.ncsu.edu/hr/employment/closings.asp>. Employees wishing to be away from work for religious observances not recognized as official holidays may request vacation leave. Requests of this type should not be denied unless emergency work conditions prevent releasing the employee.

SPA Vacation Leave - Employees Subject to the Personnel Act

You may use this benefit for vacation or personal reasons requiring absence from work. In either case, your supervisor must approve such leave in advance.

The maximum amount of vacation leave you may carry over from one calendar year to the next is 240 hours (30 days). Hours in excess of 240 are converted to sick leave on December 31 of each year. The maximum amount that part-time employees may carry over is prorated from 240. Vacation leave is earned at the following rates (prorated for part-time employees):

<u>This applies to Employees Subject to the Personnel Act – SPA</u>	<u>Years of state service</u>	<u>Leave earned per month</u>
	Less than 2 years	7 hours 50 minutes
	2 but less than 5 years	9 hours 10 minutes
	5 but less than 10 years	11 hours 10 minutes
	10 but less than 15 years	13 hours 10 minutes
	15 but less than 20 years	15 hours 10 minutes
	20 years or more	17 hours 10 minutes

More information at: <http://www.osp.state.nc.us/hbr/benefits/leave.html#leave>

EPA Annual Leave - Employees Exempt from the Personnel Act

The amount of annual leave to which a permanent EPA (*For definitions of EPA Positions:* <http://www.ncsu.edu/policies/employment/epa/POL715.00.1.php>) full-time (1.00 FTE) employee shall be entitled to accrue is 24 workdays per year (**Note:** Senior Academic Administrative Officers Tier-I earn 26 days). Annual leave is accrued at a monthly rate and is adjusted proportionately for permanent part-time employees who work halftime or more (.50 - .99 FTE). The monthly earnings amount is equal to one-twelfth of the annual rate for each month the employee works or is on approved leave with pay. Monthly leave is earned when an employee works or is on approved leave with pay at least half the working days of a month.

Research associate post-docs, resident post-docs, teaching post-docs, post-doc interns, and time-limited employees are not subject to the revised policy. Employees whose titles are reflected earn leave based on the annual leave entitlement chart found in the Faculty Handbook, Policy 22.01, Non-Faculty EPA Professionals, Section 9.2.1.a Annual leave may only be taken with the approval of the employee's supervisor. EPA employees initially appointed for less than one year who are later appointed for one year or more will earn leave effective with the one year appointment. Leave earned will not be retroactive to the previous appointment that was less than one year.

SPA Sick Leave - Employees Subject to the Personnel Act

Full-time permanent and probationary SPA staff employees earn eight hours of sick leave per month (12 days per year). Part-time permanent, trainee, and probationary employees earn sick leave on a prorated basis.

Sick leave may be accumulated indefinitely and may be taken in minimum increments of 15 minutes. Supervisors have the option of advancing sick leave that an employee will earn during the remainder of the calendar year. Salary deductions will be made to compensate for overdrawn leave if an employee separates from the University before earning all sick leave taken.

Employees retiring from state service who are members of TSERS receive one month of retirement credit for every 20 days of unused sick leave. One more month is allowed for any part of the 20 days left over.

Sick leave may be granted for the following reasons:

- Illness, injury, or disability preventing performance of normal duties,
- Death in the immediate family, including step, half, and in-law relationships,
- Illness of a member of the immediate family, including the step, half, and in-law relationships, and
- Medical or dental appointments.

EPA Sick Leave – Employees Exempt from the Personnel Act

All twelve month EPA employees who are in pay status, working half time or greater, in an appointment of one year or more, and subject to reappointment, will earn sick leave on a pro rata basis. Sick leave days are governed by state regulations. Sick leave is provided at the rate of 12 working days per year. There is no limit to the amount of sick leave that may be accumulated. When an employee leaves or dies, his or her sick leave credits are not paid. If an employee is subject to state retirement, and he or she retires or dies, the sick leave days can be counted in calculating creditable service pursuant to GS 135-4 (E). Supervisors have the right to ask that requests for sick leave be reasonably documented.

Leave under the Family Medical Leave Act

Family Medical Leave Act (FMLA) is granted to a permanent, probationary, trainee, temporary full-time, or part-time employees for birth and care of a newborn; care of an adopted/ foster child (proof is required); care of child, spouse, or parent with a serious health condition; or for a personal serious health condition. An employee who has worked at least 1,040 hours in 12 months for the previous 12 months is entitled to a total of 12 workweeks of paid or unpaid leave during a 12-month period under the FMLA. Temporary employees must have worked at least 1250 hours. Intermittent leave, leave resulting in a reduced work schedule, or leave for temporary employees must be approved by Human Resources. An employee must apply for leave under the FMLA in writing, giving 30 days advance notice of absence for the birth/ adoption of a child or for planned medical treatment. Medical certification of the need for leave must be provided. Employees must be returned to the same position held prior to leave or one of like pay grade, pay, benefits, and other conditions of employment. For more information, contact the Leave Administration unit in the Benefits Office at (919) 515-4317.

Academic year (9-month) faculty members are eligible for paid leave under FMLA. Each eligible faculty member on a nine-month appointment shall be provided paid leave for a maximum allowable total length of forty (40) work days per 12-month period. Note: "Work days" are defined as those days the University is open for business and, for the purposes of this policy, include the work days that are between August 16 and May 15. Any unused leave is not allowable as terminal leave payment in the event the faculty member leaves the employment of the University, and it may not be used to extend years of creditable state service for retirement benefits. However, it may be exhausted prior to participation in the Disability Income Plan of North Carolina that is provided to state employees. More information about the FMLA for Academic year (9-month) faculty can be found at:

www.fis.ncsu.edu/hr/benefits/leave/fmla.asp

Family Illness Leave

Family Illness Leave is to provide the opportunity for an employee to care for the employee's child, parent, or spouse when that child, parent, or spouse has a serious health condition. Family Illness Leave is not provided for the employee's illness. EPA or SPA probationary or permanent full-time or part-time (1/2 time or more) employee who has been employed with North Carolina State Government for 12 cumulative months and who has worked at least 1040 hours in the previous 12 months is entitled to 52 weeks of **unpaid** leave during a 5 year period to care for the employee's child, spouse, or parent with a serious health condition. An employee may choose whether to use Family Illness Leave or Family and Medical Leave. For more information visit: <http://www.fis.ncsu.edu/hr/benefits/leave/fil.asp>

Shared Leave

This policy allows an employee to receive donated vacation from a NC State employee or an immediate family member in another State agency for the purposes of covering absences due to illness.

An employee who has 160 hours or less of leave (sick and vacation combined) and who will be out of work for more than 20 consecutive working days (exceptions may apply) due to injury or illness may be eligible to receive shared leave. Participation in the program, however, may be limited due to written warnings for abuse of leave. For more information visit: http://www.fis.ncsu.edu/hr/benefits/leave/volshare_lv.asp

Civil Leave

If called for jury duty, the employee will be granted civil leave with pay for the length of time required to serve. The employee is entitled to juror's pay in addition to regular state salary during this period. Any hours spent in court on work-related cases will be considered as work time.

Employees subpoenaed to appear as a witness may use civil leave. When an employee takes civil leave to appear as a witness, any fees collected must be turned over to the University. Civil leave is not granted to employees appearing in court as plaintiffs or defendants. Instead, vacation leave or leave without pay must be taken. In such instances, employees keep any fees received as a result of court appearances. For more information visit:

<http://www.fis.ncsu.edu/hr/benefits/leave/default.asp>

Voluntary Disaster Services

An employee who is a certified disaster service volunteer of the American Red Cross may be granted leave with pay to participate in specialized disaster relief services upon request of the American Red Cross. The decision to grant leave is at the discretion of the supervisor based on the work needs of the employer. The disaster must be within the State of North Carolina and designated at Level III or higher in the American National Red Cross Regulations and Procedures. Leave shall not exceed 15 workdays in any 12-month period. For more information, contact Leave Administration at 919/515-4317.

Military Leave

Leave with pay may be granted to members of reserve components of the United States Armed Forces for mandatory active duty training and for state military duty up to 120 hours per year. The University may require the employee to provide a copy of the orders to report or other appropriate documentation as evidence of the required duty. For more information visit: http://www.fis.ncsu.edu/hr/benefits/leave/military_lv.asp . For questions, call Mike Boykin, Benefits Consultant, at 919/515-4316.

Community Service Leave

Community Service Leave was designed to promote employees' involvement in the education of youth and to promote employees' assistance to schools and other community service programs.

- ◆ 24 hours per year except in the case of tutoring for schools, then the leave is 36 hours per year.
- ◆ Must be pre-approved by the supervisor.
- ◆ May be used by parents for child involvement who have children in a school as defined by NC Statute.
- ◆ May be used by anyone with or without school age children at any public or private school as defined under NC statute for tutoring/ mentoring purposes (1 hour per week up to 36 hours).
- ◆ May not be used in conjunction with school sponsored athletic activities.
- ◆ May be used to volunteer with any community service organization, designated as such by IRS Code 501(c)(3), or a human service, the organization must be licensed or accredited to serve citizens with special needs including children, youth, and the elderly.
- ◆ Leave cannot be carried over from one calendar year to another.
- ◆ Will not be paid out to terminating employees who do not use the entire eligible amount.
- ◆ Leave is pro-rated for new and part-time employees hired during the year.

For more information visit: http://www.fis.ncsu.edu/hr/benefits/leave/comm_srvc.asp

Blood and Bone Marrow Donorship

Employees are encouraged to participate in blood and bone marrow donorship. Participating employees shall be given reasonable time off with pay for whole blood donation, pheresis procedures, and for bone marrow transplant.

Educational Opportunities

NC State provides educational opportunities to enhance the professional and personal development of its employees.

Tuition Waiver - The tuition waiver program is provided under provisions outlined in the North Carolina General Statute §116.143. Waiver of tuition/fee privileges shall be allowed for full-time faculty of instructor rank and above and other full-time employees of the University who hold membership in the Retirement System for Teacher and State Employees of North Carolina (TSERS) or are eligible for such membership but have elected to participate in an approved optional retirement program (ORP). Waiver of tuition/fees for faculty and staff shall be limited not to exceed two courses during an academic year. The two tuition waivers may be taken during the fall and spring semesters or during a summer session. The two classes may be taken in the same semester but only one class may be taken during the summer.

Courses may be taken through the Distance Education Program. Employees seeking to enroll using a tuition waiver must be academically eligible for admission and will be admitted to the course on a space available basis. Application for Faculty/Staff Tuition Waiver forms are available from the University Cashier's Office at 919/515-2986. Forms and additional information can be found at: http://www7.acs.ncsu.edu/cashier/staff/waiver_info.asp

Educational Leave - Departments may allow a probationary or permanent employee to take an extended leave to participate in career-related study if the course(s) will be beneficial to both the employee and the University.

Academic Assistance – The State of North Carolina's Academic Assistance Program allows university departments to reimburse permanent employees for the costs of job-related courses. Eligible courses are those that are:

- Beneficial to both the employee and the university,
- Directly related to the employee's present responsibilities or field of work,
- Are required to complete an academic degree program directly related to the employee's field of work.

For more information, http://www7.acs.ncsu.edu/hr/tod/add_train.asp#Personal

NC State Family Scholarships – This program provides need-based scholarships assistance to full-time undergraduate students enrolled at NC State whose parent or parents are employees of the University. The value of the scholarship will vary depending upon the student's need for financial assistance. Just log onto <http://www.ncsu.edu/annualfund> for more information.

HR Training and Organizational Development - is committed to identifying and addressing University, departmental, work team, and individual development opportunities. They offer high quality programs, services, and courses that meet the needs of employees. From communications, to team building, to policies and procedures, there is a learning solution to meet your needs. Take a moment to review <http://www7.acs.ncsu.edu/hr/tod/course.asp>, a resource to inform you about the programs and services offered to develop knowledge, skills, and abilities.

Library Services - Any employee holding an All Campus Card is entitled to library borrowing privileges and all other library services. Retired Faculty and EPA professionals, including spouses, and spouses of deceased faculty, may obtain a free library card for borrowing privileges. Web access to library online catalogs and databases is available to all registered borrowers. Contact the Library, 919/515-3364, for more information; <http://www.lib.ncsu.edu> .

New Employee Orientation

All eligible SPA/EPA employees, part-time and full-time, should attend a New Employee Orientation session within the first 30 days of employment. Orientation sessions are held weekly at the Administrative Services Center.

The purpose of orientation is:

- ✓ To welcome new employees to NC State University and orient new employees to University policies and procedures
- ✓ To explain NCSU employees' rights and responsibilities
- ✓ To explain the Unlawful Workplace Harassment policy
- ✓ To explain and enroll in employee benefit programs
- ✓ To explain OSHA required safety information

Contact Information

North Carolina State University Human Resources Department



www.ncsu.edu/hr

Benefits Office.....(919) 515-2151

Employment Office...(919) 515-2135

Employee Relations...(919) 515-9804

Payroll Office.....(919) 515-4350

Training/Organizational Development
.....(919) 515-7844

University Targeted Staffing (UTS)
.....(919) 515-4303

HR Information Management
.....(919) 515-7929

Classification/Comp...(919) 515-7175

Other Important Numbers

State Health Plan1-888-234-2416

Dental Plan.....1-800-291-8039

Vision Plan.....1-800-507-3800

Flexible Spending Accounts.....1-877-371-2926

Accidental Death & Dismem.....1-800-257-0930

NC Flex Group Term Life.....1-877-464-5111

MetLife Group Term Life (NCSU).919-515-2151

Cancer Plan.....1-800-521-3535

Colonial Short-term Disability.....1-800-325-4368

Hyatt Legal Plan.....1-800-821-6400

AIG Retirement.....1-800-448-2542

Fidelity.....1-866-588-2619

Lincoln Financial.....1-800-348-1212

TIAA-CREF.....1-800-842-2776

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EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV
U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division



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