



**UMBI**  
life. science. works.

**University of Maryland Biotechnology Institute**  
Office of Human Resources

## **Summary of Benefits for Exempt Staff Appointments**

### **Annual Leave**

**(BOR VII-7.01 Policy on Annual Leave for Regular Exempt Employees)**

Full-time regular Exempt Staff appointees earn **22 days annual leave** each year at the rate of 6 hours 46 minutes per pay period. Annual leave for part-time employees working 50% or more of full-time is earned proportionate to the percentage of their employment. Annual leave may be accumulated, but only a maximum of 50 workdays may be carried into a new calendar year.

Time taken as paid annual leave shall have the concurrence of the supervisor and shall be reported on the biweekly positive time report. An Exempt Staff employee leaving employment in the University System of Maryland is entitled to compensation for any unused annual leave that has been credited and available for use as of the date of separation.

### **Sick Leave**

**(BOR 7.45 Policy on Sick Leave)**

Full-time regular Exempt Staff employees earn **15 days sick leave** per year at the rate of 4 hours 37 minutes per pay period. Sick leave for part-time employees working 50% or more of full-time is earned proportionate to the percentage of their employment. Sick leave may be accumulated without maximum, and it carries indefinitely from one calendar year to the next.

Time taken as paid sick leave shall be reported on the biweekly positive time report. For employees enrolled in the Maryland State Retirement and Pension Programs, at the time of retirement, unused accumulated sick leave is applied toward the individual's retirement service credit. There will be no cash payment for accumulated sick leave upon separation from employment, nor may unused sick leave be used for early retirement.

### **Personal Leave**

**(BOR VII- 7.10 Policy on Personal Leave for Regular Exempt Employees)**

Full-time regular Exempt Staff employees are given **3 days of paid personal leave** per calendar year. Personal leave for part-time employees working 50% or more of full-time is awarded proportionate to the percentage of their employment. Personal leave is awarded at the beginning of the first full pay period each year and must be used by the end of the last pay period in the calendar year. Employees must notify the supervisor prior to using Personal Leave, and usage shall be reported on the biweekly time report. Unused personal leave days may not be carried forward into the next calendar year and are not eligible for compensation.

upon separation.

## **Holiday Leave**

### **(UMBI VII - 7.30(A) Procedure on Holiday Leave for Exempt and Nonexempt Employees & BOR VII - 7.30)**

Regular full-time employees earn **14 holidays per year** (which includes 3 University Holidays). During years of general or congressional elections (every even numbered year) an additional holiday will be given along with any other special observance as required by the legislature or Governor. Part-time employees who are employed on at least a 50% full-time basis shall earn holiday leave on a pro-rated basis. All employees must be in paid employment status on the calendar date that the holiday is earned in order to be eligible for the holiday pay when the holiday is observed. Please refer to the UMBI Human Resources webpage under 'Benefits and Payroll' for the most up to date Holiday Schedule <http://www.umbi.umd.edu/index.php/human-resources/>

UMBI may schedule the observance of selected holidays on days other than the date of occurrence. An employee may be required to work on a UMBI observed holiday. When this occurs, the employee will be granted the holiday on a different day, with the approval of their supervisor. In unusual circumstances, unused holidays may be carried over to the following year and must be used by March 31st of the following calendar year, or they will be forfeited.

Employees who leave the USM are entitled to be paid for any unused holiday leave that has been earned as of the date of separation.

## **Health Benefits**

Regular employees holding Exempt Staff **appointments of at least 50% of full-time are eligible** to participate in the Benefits Program of the State of Maryland as well as the optional benefits programs available to University System of Maryland employees. The Health Insurance, Prescription Drug, and Dental Plans are subsidized by the University. All other plans are voluntary and 100% employee-paid.

### **State of Maryland Plans**

Health Insurance Plan  
Prescription Drug Plan  
Dental Plan  
Personal Accident & Dismemberment Insurance  
Life Insurance Plan  
Long Term Care Insurance  
Health Care/Dependent Care Spending Accounts

### **University System of Maryland Plans**

Long Term Disability Insurance (LTD)  
Optional Group Life Insurance

Please see Benefit Information Sheet for links to important benefit information:  
<http://www.umbi.umd.edu/human-resources/images/benefitssummary.pdf>

## **Retirement/Pension Plans**

Two types of employer-subsidized pension plans are available to employees on regular Exempt

Staff appointments:

**1.) The Maryland State Employees Pension Program**

- a. Defined Benefit Plan
- b. Employees make a 5% contribution to the State Employees Pension Program
- c. Employer contributes a percentage of salary based on an actuarial calculation.
- d. There may be an additional employer 'match' for additional contributions to a Supplemental Retirement Annuity (SRA).
- e. Vested after 5 years of full-time eligible employment

**2.) The Optional Retirement Program (ORP)**

- a. Defined Contribution Plan
- b. No employee contribution is required
- c. Employer contributes 7.25% into a 403(b) Retirement Account
- d. Vesting is 100% upon completion of enrollment

Employees are encouraged to choose between these two retirement plans upon eligibility. If you have not selected a plan on your first day of employment, you will be enrolled by 'default' in the State Pension Program and you have a year to make changes. Please see the Optional Retirement Memo for details by visiting the Human Resources website – Benefits & Payroll page: <http://www.umbi.umd.edu/human-resources/images/orpmemo.pdf>

In addition, Tax-Deferred Annuity (also called Supplemental Retirement Annuity or SRA) programs administered by Nationwide (through the State), TIAA-CREF, and Fidelity are available to supplement the employee's pension plan. These are completely voluntary and are 100% employee paid through pre-taxed payroll deductions. For more information, please see the comparison chart on the HR website under Benefits & Payroll: <http://www.umbi.umd.edu/human-resources/images/supplementalcomparison.pdf>

**Tuition Remission**

**(BOR VII - 4.10 Policy on Tuition Remission for Faculty and Staff and**

**BOR VII - 4.20 Policy on Tuition Remission for Spouses and Dependent Children of Faculty and Staff)**

The University System of Maryland offers a generous tuition remission program for the regular faculty and regular staff employees and their spouses and dependent children. Subject to admissibility, faculty and staff may register for the desired courses at any institution of the University System. Depending upon the employee's date of employment and subject to admissibility, the eligible spouse and dependent children of the employee may be eligible for tuition remission either immediately or after a period of two years of employment.

**Direct Deposit**

Effective with those hired on 1/1/01 and after, all employees earning a biweekly salary are required to participate in the direct deposit program. Upon specific request to the State, an employee may be exempted from this requirement.