



UNIVERSITY OF MARYLAND BIOTECHNOLOGY INSTITUTE
Office of Operations and Finance

**Summary of Benefits
for
Faculty Appointments**

**Annual Leave
(BOR II-2.40 Policy on Annual Leave for Faculty)**

Full-time employees on 12-month faculty appointments earn 22 days annual leave at the rate of 1.83 days per month, beginning with the first full month of employment. Annual leave for part-time 12-month faculty 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 monthly positive time report (Faculty Report VII). A 12-month faculty member 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. For faculty employees paid in whole or in part from contracts or grants, the number of days that such employees may be paid upon leaving employment may be limited when made part of the employees written employment agreement.

Employees serving an appointment of 9.5-months or less do not earn annual leave.

**Sick Leave
(BOR II-2.30 Policy on Accident Leave and Creditable and Non-Creditable Sick Leave for Faculty Members)**

Full-time employees on 12-month faculty appointments earn 15 days sick leave per year at the rate of 1.25 days per month for each calendar month in which they are on paid status for 15 or more days within that month. Full-time employees on 9.5-month faculty appointments earn 12.5 days sick leave per academic year at the rate of 1.25 days per month. Sick leave for part-time faculty 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 monthly positive time report (Faculty Report VII). For faculty members enrolled in the Maryland State Retirement and Pension Systems, at the time of retirement, unused creditable sick leave is applied toward the individual's retirement service credit. There will be no cash payment for accumulated sick leave at the termination of employment, nor may unused sick leave be used for early retirement.

**Personal Leave
(BOR II-2.40 Policy on Annual Leave for Faculty, Section II))**

Full-time employees on 12-month faculty appointments are given 3 days of paid personal leave per calendar year. Personal leave for part-time 12-month faculty working 50% or more of full-time is earned proportionate to the percentage of their employment. Personal leave is awarded at the beginning of the first full pay period each January and must be used by the end of the last pay period of the calendar year. Time taken shall have the

concurrence of the supervisor and shall be reported on the monthly positive time report (Faculty Report VII). Unused personal leave days may not be carried forward into the next calendar year and are not eligible for compensation upon separation. Employees serving an appointment of 9.5 months or less are not entitled to personal leave.

Health Benefits

Employees holding faculty appointments of at least 50% of full-time and in duration of at least 6 months are eligible to participate in the Benefits Program of the State of Maryland as well as the optional benefits available to University System of Maryland employees. The Health Insurance, Prescription Drug, and Dental plans are subsidized by the University; all other plans are employee-paid and all programs are voluntary.

State of Maryland Plans

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

Additional University of Maryland Plans

Long Term Disability
Optional Group Life Insurance

Retirement/Pension Plans

Two types of employer-subsidized pension plans are available to employees on regular faculty appointments of 6 months duration or longer and of at least 50% of full-time: the Maryland State Teachers Pension Program and the Optional Retirement Program (ORP). Three vendors offer plans through the ORP: TIAA-CREF, AIG-VALIC, and Fidelity. A brochure called "Choosing a Retirement Program" published by the State Retirement and Pension System provides a short comparison of the programs. In addition, Tax-Deferred Annuity programs administered by PEBSCO, TIAA-CREF, AIG-VALIC, and Fidelity are available to supplement the employee's pension plan. The Tax-Deferred Annuity programs do not have an employer subsidy.

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 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 in 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.