



University of Maryland Biotechnology Institute
Office of Human Resources

**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 6 hours 46 minutes per pay period. 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 biweekly electronic Faculty Leave Report. 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 4 hours 37 minutes per pay period 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 4 hours 37 minutes per pay period. 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 biweekly electronic Faculty Leave Report. 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 biweekly electronic Faculty Leave Report. 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.

Holiday Leave

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. Employees serving an appointment of 9.5 months or less are entitled to some holiday leave and should discuss with Human Resources for specifics.

Health Benefits

Regular employees holding faculty **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

University System of Maryland Plans

Long Term Disability Insurance (LTD)
Optional Group Life Insurance

Long Term Care Insurance
Health Care/Dependent Care Spending Accounts

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 in regular faculty appointments of 6 months duration or longer and of at least 50% of full-time:

1.) The Maryland State Teachers (Alternate) 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. 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% to 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.

Rev. 10/2008