



# REGULAR PART-TIME STAFF EMPLOYMENT BENEFIT PACKAGE

50%-70% FULL-TIME EQUIVALENCY (FTE)

EFFECTIVE JANUARY 1, 2024

## PAID LEAVE TIME:

All leave plan benefits are pro-rated for regular part-time employees based on FTE

FTE	50% 1,000 hours	55% 1,100 hours	60% 1,250 hours	65% 1,350 hours	70% 1,450 hours	100% 2,080 hours
VACATION	40	44	48	52	56	80
SICK	40	44	48	52	56	80
PERSONAL	8	8.8	9.6	10.4	11.2	16
HOLIDAYS	Spring Break (1 day) or Labor Day, Easter Break (2 days), Memorial Day, Independence Day (1-2 days depending on how the 4th falls), Columbus Day, Thanksgiving (3 days), Christmas & New Year (8 days)					
BEREAVEMENT	Leave is given based on the closeness of the relation who passed. A full summary of this leave time benefit can be found in the Employee Handbook.					
JURY DUTY	ONU Employees are paid their regular wage for hours completing public service as a juror. Regular part-time staff are paid for hours normally worked.					

## RETIREMENT BENEFIT: EMPLOYER CONTRIBUTION SCHEDULE

YEARS OF EMPLOYMENT	EMPLOYER %
0-4 years	2%
5-6 years	3%
7-9 years	4%
10-11 years	5%
12-14 years	6%
15+ years	7%

## BOOKSTORE DISCOUNT: 25% off non-sale items, 10% off Textbooks

## FAMILY MEDICAL LEAVE ACT (FMLA) BENEFIT:

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. This fact sheet provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave. Employees who successfully complete 12 months of service, and work at least 1,250 hours in a 12-month period are eligible for this benefit.

### QUESTIONS? PLEASE CONTACT:

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