



<b>Employee Benefits &amp; Other Related Information *</b>	
<b>Vacation Leave</b>	Eligible employees earn vacation leave at the rate of 14 hours per month for each full month of qualifying service and may accumulate up to a total of 720 hours (90 days). Vacation hours in excess of 720 are forfeited annually. (Most instructional faculty do not earn vacation leave, but observe an annual non-duty period)
<b>Sick Leave</b>	Eligible employees accrue sick leave at the rate of 14 hours per month for each full month of qualifying service. Full time 9-month instructional faculty earns 15.75 days of sick leave per academic year. There is no limit to the number of hours that may be accumulated. Upon retirement, unused sick leave may be used to enhance retirement benefits (20 days of sick leave credits = 1 additional month of service).
<b>Leave share</b>	Employees may be eligible to give and receive donated vacation leave credits within the University. The leave sharing program allows employees to donate, either directly or through a central bank, vacation leave to eligible fellow employees recovering from a serious injury or illness. Employees who are not eligible to earn vacation leave may donate unused sick leave credits.
<b>Family Leave</b>	Employees may be eligible for unpaid family and medical leave for up to 12 weeks or up to 26 weeks under the Servicemember Family Leave provision of the federal law and up to 4 weeks under the State law (4 months for faculty members under collective bargaining), during each calendar year. Certain paid leaves may be substituted for unpaid leave.
<b>Other Types of Leaves</b>	Paid leave is granted for bereavement, jury duty, active military duty, victims leave and various leaves w/out pay. Administrative leave is also granted for parent teacher conference, to attend family court hearings for foster children, to provide disaster relief, blood donations and blood testing for bone marrow matches.
<b>Holidays</b>	There are 13 paid holidays per year (14 during an election year).
<b>Workers' Compensation</b>	If an employee incurs a work-related injury or illness, benefits are available to cover eligible medical expenses and to replace a portion of the employee's lost wages while the employee is unable to work. Accrued vacation and sick leave credits may be used to supplement workers' compensation benefits to realize full pay. The 2008 maximum weekly benefit is \$696.00.
<b>Temporary Disability</b>	Employees may be eligible to receive partial wage replacement benefits if disabled from work due to a non-work related injury. The 2008 maximum weekly benefit is \$489.00, for up to 26 weeks.
<b>Employees' Retirement System (ERS)</b>	The State offers a Hybrid Plan for all eligible employees hired after June 30, 2006. In addition to employer contributions, under this plan, employees contribute 6% of their pre-tax compensation to supplement their pension benefit. Under the Hybrid Plan, employees vest after 5 years of service and may retire after 5 years of service at age 62 or at age 55 with 30 years of service. Upon retirement, a normal benefit is based on years of service multiplied by 2% of the average three highest years of pay (average final compensation or AFC), subject to the IRS cap. Retirement benefits may be subject to change by the ERS Board of Trustees. More information is available through the ERS website: <a href="http://www2.state.hi.us/ers/">www2.state.hi.us/ers/</a>
<b>Tax Deferred Annuity Program (IRC 403(b))</b>	The University's 403(b) Tax Deferred Annuity is a voluntary pre-tax supplemental retirement savings program available to all eligible University employees. The program complies with Section 403(b) of the Internal Revenue Code and is currently administered by the Office of Human Resources. More information is available at <a href="http://www.pers.hawaii.edu/tda">http://www.pers.hawaii.edu/tda</a>
<b>Deferred Compensation (IRC 457)</b>	The State's Deferred Compensation Plan, known as the "Island Savings Plan," is available to all eligible State employees and complies with the provisions of Section 457 of the Internal Revenue Code. Participation in this pre-tax supplemental retirement savings program is voluntary. The plan is currently administered by CitiStreet. More information is available at <a href="http://www.islandsavings.csplans.com">www.islandsavings.csplans.com</a>

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<b>Hawai'i Employer-Union Health Benefits Trust Fund (EUTF)</b>	Employees may elect enrollment in one of the medical/Rx drug plans, prescription drug only, dental, and vision care plans. Employees have the option of paying their health premiums on a pre-tax or post-tax basis. Spouses, domestic partners, and dependants of employees are eligible for coverage. Information is available through the EUTF website: <a href="http://www.eutf.hawaii.gov/">www.eutf.hawaii.gov/</a>
<b>Premium Conversion Plan (IRC Section 125)</b>	The State's Premium Conversion Plan (PCP) provides an opportunity for participants to increase their take home pay by making their EUTF premium contribution on a pre-tax basis.
<b>Group Life Insurance</b>	Currently the State pays 100% of the monthly premium for group life insurance coverage. Current benefits range from \$36,225 (under age 65) to \$7,245 (age 80 and over). <a href="http://www.standard.com/mybenefits/hawaiieutf">www.standard.com/mybenefits/hawaiieutf</a>
<b>Flexible Spending Account – Island Flex</b>	The State's flexible spending accounts benefit program allows employees to set aside pre-tax dollars to pay for eligible medical and dependent care expenses on a reimbursement basis. The program is currently administered by Comprehensive Financial Planning, Inc. More information is available through their website: <a href="http://www.CompFinPlan.com">www.CompFinPlan.com</a>
<b>Pre-Tax Qualified Parking</b>	Eligible employees who qualify to park in areas under the jurisdiction of the University of Hawai'i, and who are assessed a semi-monthly parking fee via payroll deduction, may voluntarily participate in this plan. Parking fees are deducted on a pre-tax basis.
<b>Pre-Tax Bus Pass Pilot Program</b>	This is a tax savings benefit program which is authorized under the Federal Transportation Equity Act for the 21 <sup>st</sup> Century, Section 132(f) of the Internal Revenue Code. Eligible employees on O'ahu may purchase a bus pass through payroll deduction <i>before</i> federal, State and FICA taxes are computed.
<b>Tuition Waiver</b>	Faculty, staff, and their spouse or domestic partner, may be eligible for tuition waivers in accordance with Board of Regents' Policy, Chapter 6. Employees seeking a tuition waiver must register after the normal student registration period and must secure the authorization of their respective supervisors for any adjustments to work schedules.
<b>REACH Program</b>	The University recognizes that families may face crises and problems that may impact work performance. The State of Hawai'i Resource for Employee Assistance and Counseling Help (REACH) program is available to University employees. The REACH program provides confidential diagnostic assessment, information, referral, and short-term professional counseling services, free of charge for up to 3 visits.
<b>Child Care Centers</b>	The University operates child care centers on the Mānoa campus and on the campuses of Honolulu, Leeward, Kapi'olani, Kaua'i and Hawai'i Community Colleges. These centers provide quality day care for children of faculty, staff and students of the University. Eligible ages vary by program, and cost is dependent on family size and income.
<b>UH Faculty and Staff Identification Cards</b>	All faculty and staff are eligible to apply for identification cards which entitle them to library services, discounts on selected merchandise at University bookstores such as personal computers, discounted movie tickets obtained at the Mānoa Campus Center, discounted staff tickets at campus theatres, and use of athletic facilities on a space-available basis. The ID cards may also be utilized as debit cards ("flash cash") for purchase of meals on campus.
<b>University of Hawai'i FCU</b>	University employees and students and their spouses or household members are eligible for membership in the University of Hawai'i Federal Credit Union. Members enjoy free traveler's checks and special rates on loans, as well as savings, checking, and charge account services. The main office is in close proximity to the Mānoa campus, with campus branch services provided by an office on the Mānoa campus and service representatives on other campuses.

**\*\*The above benefits are subject to modification or termination due to changes in legislation, collective bargaining provisions, and/or policies, etc. This summary does not constitute a legal document or contract. Benefits may vary by type of employment and employment conditions.**

**Additional information on these and other benefits is available at: [www.hawaii.edu/ohr/](http://www.hawaii.edu/ohr/)**