



Employee Benefits & Other Related Information * FOR EMPLOYEES HIRED BEFORE July 1, 2012	
Vacation Leave	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)
Sick Leave	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 at the four-year campuses earn 15.75 days of sick leave per academic year. At the community colleges, 9-month instructional faculty earn 18 days of sick leave per academic year. There is no limit on 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 credit).
Leave Share	The leave sharing program allows employees to donate unused vacation leave to fellow University employees recovering from a serious illness or injury or caring for an immediate family member with a serious illness or injury. Leave donations may be made to the central leave bank or to a specific individual. Employees who are not eligible to earn vacation leave may donate unused sick leave credits.
Family Leave	Employees may be eligible for up to 12 weeks of unpaid family and medical leave, up to 26 weeks of unpaid leave under the Servicemember Family Leave provision, and/or up to 4 weeks of leave under State law or collective bargaining (faculty members may be eligible for up to 4 months), during each calendar year. Certain paid leaves may be substituted for unpaid leave. www.dol.gov/esa/whd/regs/compliance/posters/fmlaen.pdf
Other Types of Leaves	Employees may be eligible for paid leave for bereavement, jury duty, active military duty, sabbatical / professional improvement, and various leaves w/out pay. Administrative leave is granted for parent teacher conferences, family court hearings for foster children, disaster relief, blood donation, blood testing for bone marrow and organ donation matches, and bone marrow and organ donation.
Holidays	There are 13 paid holidays per year (14 during an election year).
Employees' Retirement System (ERS)	The State offers a Hybrid Plan for all eligible employees hired after June 30, 2006. In addition to employer contributions, employees contribute 6% of their pre-tax compensation to supplement their pension benefit. Under the Hybrid Plan, employees vest with 5 years of credited service and may retire at age 62 with 5 or more years of credited service or at age 55 with 30 or more years of credited 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: ers.hawaii.gov
Hawai'i Employer-Union Health Benefits Trust Fund (EUTF)	Employees may elect enrollment in one of the medical/Rx drug plans, prescription drug only, dental, and vision care plans and have the option of paying their health premiums on a pre-tax or post-tax basis (see PCP). Spouses, civil union partners, domestic partners, and dependents of employees are eligible for coverage. Information is available through the EUTF website: www.eutf.hawaii.gov/
Premium Conversion Plan (IRC Section 125)	The State's Premium Conversion Plan (PCP) provides an opportunity for participants to increase their take home pay by making their EUTF health premium contribution on a pre-tax basis.
Group Life Insurance	Currently the State pays 100% of the monthly premium for group life insurance coverage. Current benefits range from \$38,361 (under age 65) to \$7,672 (age 80 and over). The benefit for retired participants is \$2,034. www.royalstate.com/EUTF.html
Workers' Compensation	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.
Temporary Disability	Employees may be eligible to receive partial wage replacement benefits if disabled from work due to a non-work related injury up to 26 weeks.

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Employee Assistance Program (EAP)	The University recognizes that employees may face crises and problems that affect work performance. The EAP provides voluntary, confidential diagnostic assessment, information, referral, and short-term professional counseling services to employees experiencing personal problems. http://www.hawaii.edu/ohr/benefits/EAP%20Flyer.pdf
Deferred Compensation (IRC 457)	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 ING. More information is available at www.islandsavings.ingplans.com
Tax Deferred Annuity Program (IRC 403(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 National Benefit Services. More information is available at www.nbsbenefits.com/UH403b/UHindex.htm
Flexible Spending Account – Island Flex	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: www.CompFinPlan.com
Pre-Tax Qualified Parking	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.
Pre-Tax Transportation Benefit Program	This is a tax savings benefit program, which is authorized under the Federal Transportation Equity Act for the 21 st Century, Section 132(f) of the Internal Revenue Code. Eligible employees on O'ahu who do not have a parking deduction may purchase a bus pass, handi-van voucher, or Vanpool voucher through payroll deduction <i>before</i> federal, State and FICA taxes are computed. www.hawaii.edu/ohr/buspass/buspass.htm
Tuition Waiver	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. www.hawaii.edu/ohr/docs/forms/waiver.htm
HI529 – Hawai'i College Savings Program	HI529 is a voluntary program designed to assist families in saving for college. Administered by the State Department of Budget and Finance, HI529 offers valuable tax benefits. Contributions are made with after-tax dollars, the earnings on the account grow tax-deferred, and distributions used for qualified higher education expenses are tax-free (Hawai'i State and federal taxes). More information is available at www.hi529.com
Child Care Centers	The University operates childcare centers on the Mānoa campus and on the Honolulu, Leeward, Kapi'olani, Kaua'i and Hawai'i Community College campuses. These centers provide quality day care for children of faculty, staff, and students of the University. Eligibility varies by program, and cost is dependent on family size and income.
UH Faculty and Staff Identification Cards	All faculty and staff are eligible to apply for identification cards, which entitle them to library services, discounts on select merchandise at University bookstores such as personal computers, discounted movie tickets obtained at the Mānoa Campus Center and discounted staff tickets at campus theatres. The ID cards may also be utilized as debit cards ("flash cash") for purchase of meals on campus.
University of Hawai'i FCU	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 shared branch service of over 30 other credit union locations throughout the State. www.uhfcu.com

**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/