

MADONNA UNIVERSITY BENEFITS **FULL-TIME STAFF EMPLOYEES**

The University offers eligible employees the opportunity to participate in a flexible benefits plan which includes; medical, dental/vision, life insurance, long term disability, dependent life insurance, and medical and dependent care expense reimbursement plans. Employees are eligible to participate in all benefits included under the flexible benefits plan the first of the month following 30 days of employment.

TIME AWAY FROM WORK

Paid Time Off (PTO)

The Paid Time Off (PTO) Program provides you with paid time off for use for vacation, sick days (for yourself or to care for a sick family member) or to handle personal business. You can earn up to 144 PTO hours during the first calendar year you work, depending on your month of hire. After the first year, you will earn between 144 and 224 PTO hours each calendar year, depending on years of service. You may carry up to one week of unused paid time off over to the next calendar year. Hours carried over would be added to the PTO you earn for that year. Employees working less than 2080 hours per year (40 hours per week on a twelve month basis) receive PTO time on a pro-rated basis.

University Observed Holidays

The University designates thirteen holidays per year as paid employee holidays. Eligible employees receive their regular pay for any of the designated holidays which fall within their normal work schedules.

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- Three Floating Holidays (normally scheduled between Christmas and New Year's)

RETIREMENT PLAN

403(B) Defined Contribution Retirement Plan

The University provides employees the opportunity to participate in the 403(B) Defined Contribution Retirement Plan with TIAA-CREF. TIAA-CREF is a national retirement system designed specifically for the employees of colleges and universities. Participating employees are immediately and fully vested in the plan which provides life-long annuity income upon retirement. Employees are eligible to participate in the plan the first of the month following their employment date. Employees can contribute one to five percent of their base pay to the plan. The University will make a contribution equal to 100% of the employee's contribution from 1% to 4%. At 5%, the University will make a contribution equal to 120% of the employee's contribution to a maximum of 6%.

Supplemental Retirement Annuities

Employees wishing to supplement their regular retirement contributions with additional tax-deferred savings may enroll immediately upon hire.

BENEFITS SUMMARY

FULL-TIME STAFF

MEDICAL PLANS (Blue Cross Blue Shield – PPO; Blue Care Network – HMO)

Employees may choose coverage for themselves, their spouse and/or dependent children. Employees may also waive medical coverage with proof they have coverage elsewhere. The University contributes a substantial portion toward the cost of the plan chosen by the employee.

DENTAL/VISION PLAN (Delta Dental/Vision Service Plan)

The University provides a comprehensive dental/vision plan for employees, their spouses and dependent children. The University contributes toward the cost of employee dental/vision coverage.

LIFE INSURANCE (MetLife)

Employees have several options of life insurance coverage to choose from. The options are; \$10,000, \$25,000, \$50,000, \$100,000, 1 x Base Salary, 2 x Base Salary, and 3 x Base Salary. The University contributes toward the cost of life insurance coverage.

DEPENDENT LIFE INSURANCE (MetLife)

Employees may purchase life insurance coverage for their spouse and/or dependent children. There are several different levels of coverage available.

SHORT TERM DISABILITY PROGRAM

Madonna provides disability income to eligible employees for illnesses or injuries resulting in more than five days of absence from work. Employees are eligible for the program after completion of one year of service and may receive up to one, two, or three months of pay per twelve month period depending upon their length of service.

LONG TERM DISABILITY INSURANCE (MetLife)

There are three different levels of long term disability coverage employees can choose from under the Flexible Benefits Plan. The levels of coverage are; 50%, 60% and 66 2/3% of monthly income. The University contributes toward the cost of Long Term Disability coverage.

EMPLOYEE TUITION WAIVER (ETW) - Undergraduate and Graduate Courses taken at Madonna University **Undergraduate Program**

The program is available to all full-time and part-time employees (staff, faculty, adjunct faculty, coaches and assistant coaches) of Madonna University including spouse and dependents under 26 years of age.

Graduate Program

The program is available to all full-time and part-time employees (staff, faculty, adjunct faculty, coaches and assistant coaches) of Madonna University.

The full Employee Tuition Waiver (ETW) Policy is located on MyPortal.

TUITION EXCHANGE PROGRAMS - Undergraduate Courses taken outside Madonna University

Madonna University participates in several exchange programs. Each tuition exchange program is administered separately and is not related in any way to our Employee Tuition Waiver (ETW) program.

EMPLOYEE ASSISTANCE PROGRAM (Ulliance)

The Employee Assistance Program, EAP is a company-sponsored benefit providing confidential assistance for the employee and their eligible family members. The Employee Assistance Program helps resolve any concerns that are affecting an employee's personal or work life. These services are provided by experienced counseling professionals who are qualified and skilled in assisting people with a wide variety of problems and life challenges.