# Leave Benefits



Employee Benefits Overview



### **Paid Leave Benefits**

All Benefits-Eligible Employees Receive Paid Leave:

- 9-month employees earn major medical (sick leave).
- 12-Month employees earn both major medical (sick leave) and personal leave.
- Accrual rates increase with length of service.
- No limit to accumulation of leave balances.
- Monthly accruals post automatically in Banner at the end of each month and available for use on the  $1^{st}$  day of the following month.
- Personal leave is subject to departmental approval before taken.

# **Accrual Rates**

#### **Personal Leave**

12-Month, Full-Time Employees				
Continuous Service	Monthly Accrual Rate	Days Per Year		
1 month to 3 years	12 hours	18 days		
37 months to 8 years	14 hours	21 days		
97 months to 15 years	16 hours	24 days		
Over 15 years	18 hours	27 days		

#### **Major Medical Leave**

12-Month, Full-Time Employees				
Continuous Service	Monthly Accrual Rate	Days Per Year		
1 month to 3 years	8 hours	12 days		
37 months to 8 years	7 hours	10.5 days		
97 months to 15 years	6 hours	9 days		
Over 15 years	5 hours	7.5 days		

9-Month Faculty			
Continuous Service	Monthly Accrual Rate	Days Per Year	
1 month to 3 years	13 1/3 hours	15 days	
37 months to 8 years	14 1/5 hours	16 days	
97 months to 15 years	15 2/5 hours	17 days	
Over 15 years	16 hours	18 days	







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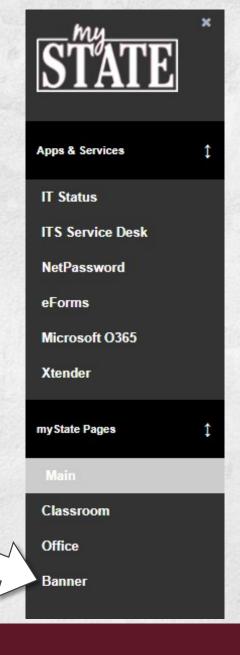
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Benefits and Deductions	Pay Information	Tax Forms	Employment Verification	Employee Account	Leave Information
☆Retirement Plans  ☆Health Insurance  ☆Life Insurance  ☆Flexible Benefits  ☆Miscellaneous  ☆Open Enrollment	☆Earnings History ☆Pay Stub ☆Deductions History ☆Nine Month Faculty Pay Distribution Agreement	☆W-4 Tax Exemptions/Allowances  ☆W-2 Year End Earnings Statement  ☆Mississippi Employee's Withholding	V-4 Tax ☆Employment emptions/Allowances Verifications V-2 Year End enings Statement fississippi	Services  ☆View Your Account  Detail  ☆View Your Billing  Statement	☆Time Off Current Balances and History
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