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 1st day of the following month.
• Personal leave is subject to departmental approval before taken.
# Accrual Rates

## Personal Leave

<table>
<thead>
<tr>
<th>Continuous Service</th>
<th>Monthly Accrual Rate</th>
<th>Days Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 month to 3 years</td>
<td>12 hours</td>
<td>18 days</td>
</tr>
<tr>
<td>37 months to 8 years</td>
<td>14 hours</td>
<td>21 days</td>
</tr>
<tr>
<td>97 months to 15 years</td>
<td>16 hours</td>
<td>24 days</td>
</tr>
<tr>
<td>Over 15 years</td>
<td>18 hours</td>
<td>27 days</td>
</tr>
</tbody>
</table>

## Major Medical Leave

<table>
<thead>
<tr>
<th>Continuous Service</th>
<th>Monthly Accrual Rate</th>
<th>Days Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 month to 3 years</td>
<td>8 hours</td>
<td>12 days</td>
</tr>
<tr>
<td>37 months to 8 years</td>
<td>7 hours</td>
<td>10.5 days</td>
</tr>
<tr>
<td>97 months to 15 years</td>
<td>6 hours</td>
<td>9 days</td>
</tr>
<tr>
<td>Over 15 years</td>
<td>5 hours</td>
<td>7.5 days</td>
</tr>
</tbody>
</table>

## 9-Month Faculty

<table>
<thead>
<tr>
<th>Continuous Service</th>
<th>Monthly Accrual Rate</th>
<th>Days Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 month to 3 years</td>
<td>13 1/3 hours</td>
<td>15 days</td>
</tr>
<tr>
<td>37 months to 8 years</td>
<td>14 1/5 hours</td>
<td>16 days</td>
</tr>
<tr>
<td>97 months to 15 years</td>
<td>15 2/5 hours</td>
<td>17 days</td>
</tr>
<tr>
<td>Over 15 years</td>
<td>16 hours</td>
<td>18 days</td>
</tr>
</tbody>
</table>
## Banner

**Favorites**
- Retirement Plans
- Health Insurance
- Life Insurance
- Flexible Benefits
- Miscellaneous
- Open Enrollment
- Benefit Statement

**Pay Information**
- Earnings History
- Pay Stub
- Deductions History
- Nine Month Faculty Pay Distribution Agreement

**Tax Forms**
- W-4 Tax Exemptions/Allowances
- W-2 Year End Earnings Statement
- Mississippi Employee's Withholding Exemption Certificate
- 1095 Employer-Provided Health Insurance Offer and Coverage Statement

**Employment Verification**
- Employment Verifications

**Employee Account Services**
- View Your Account Detail
- View Your Billing Statement

**Leave Information**
- Time Off Current Balances and History

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**Mississippi State University**
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