



Benefits at-a-Glance
July 1, 2024 - June 30, 2025
Biweekly Support Staff - Part-time

The Benefits-at-a-Glance is a summary of benefits available to regular, part-time biweekly support staff (non-exempt). Biweekly staff working less than 22.5 hours per week in a 12-month period are not eligible for the Health and Welfare Benefit Plans. Refer to the policy manual for details on employment categories, eligibility and plan restrictions.

Benefit Type	Plan	Waiting Period	Description	
Paid Leave	Vacation	After 90 Day Provisional Period	Part-time Staff accrue at the rate of .0389 hours for every hour they work in their regular pay period. The full accrual is earned at the completion of the pay period. Accrual rates increase as years of service increases. For details navigate to the paid leave website at https://www.loyola.edu/department/hr/benefits/leave/ .	
	Sick	After 90 Day Provisional Period	Part-time Staff accrue at the rate of .0462 for every hour they work in their regular pay period. The full accrual is earned at the completion of the pay period. Accrual rates increase as years of service increases. For details navigate to the paid leave website at https://www.loyola.edu/department/hr/benefits/leave/ .	
	Paid Holidays	No Waiting Period	Part-time Staff are paid for holidays at their regular rate for the number of hours usually worked on an average day. The holiday must fall on a day that the part-time employee is regularly scheduled to work. To view the University observed holidays, go to https://www.loyola.edu/department/hr/benefits/leave/ .	
	Other Paid Leaves	No Waiting Period	Jury Duty, Bereavement, Military Leave	
Benefit Type	Plan	Waiting Period	Description	Additional Information
Retirement Plan	TIAA 403(b) Tax-deferred Defined Contribution Plan	No Waiting Period	Part-time Staff may defer up to the IRS maximum; eligible to participate the first of the month coinciding with or following the date of hire. Enroll at www.tiaa.org/loyolamd . Contact TIAA at 800-842-2252 with questions or help with enrollment.	Not Eligible for Employer Contribution
Educational Assistance	Tuition Remission UG and GR Programs at Loyola University MD	After 6 months and successful completion of the Provisional Period	Part-time Staff receive pro-rated tuition remission effective the first full semester following the completion of the required waiting period. For example, someone working 20 percent of a regular full-time schedule would be eligible for 20 percent tuition remission. Employees must contact the admissions office to enroll in the University. After acceptance, employee must complete the tuition remission eform immediately after enrolling in a course. Restrictions apply. Read more at https://www.loyola.edu/department/hr/benefits/tuition/ .	Not Eligible for Spouse or Dependent Tuition Remission

- Employment Resources <https://www.loyola.edu/department/hr/employment>
- Policy Manual and Provisional Period <https://www.loyola.edu/department/hr/employment/new-employee/resources>
- Payroll/Paycheck Information <https://www.loyola.edu/department/financial-services/payroll/>
- Campus Map and Parking <https://www.loyola.edu/visit/directions-parking>

- Human Resources humanresources@loyola.edu
- Payroll payroll@loyola.edu

The information contained in this benefits summary is for general information purposes only. This summary does not imply any contractual rights or obligations of employment and benefits eligibility. For detailed information, employees should refer to the official plan documents and policy manual. In the event of any discrepancies, the official plan documents and policies will govern.