

Benefits Differences for Part-time Exempt and Non-exempt Positions

Following are three benefits-related items that will change for part-time employees who move from exempt status (i.e., who are paid monthly) to non-exempt status (i.e., who are paid weekly).

Vacation Accrual

1. Part-time members of the **Exempt Staff** (paid monthly) who regularly work at least 20 hours per week earn vacation at the rate of 1 5/6 days per month of service. However, because part-time schedules vary widely, vacation accruals are calculated in terms of hours, not days. For example, someone who works 20 hours per week over 12 months earns 88 vacation hours per year. This is the equivalent of 22 "average days" per year, where an average day is the number of hours worked per week divided by five. Instructions on calculating vacation time for part-time employees are available on the Human Resources web site.

2. Part-time members of the **Non-exempt Staff** (paid weekly) who regularly work at least 20 hours per week earn 5/6 day per month of service during their first year of employment, 1 ¼ days per month during their second year of, 1 2/3 days per month after nine years, and 2 1/12 days after 24 years – thus earning two weeks after a year, three weeks after two years, four weeks after ten years, and five weeks after 25 years. Vacation accruals are calculated in terms of hours, not days. For example, an employee with four years of service, who works 21 hours per week over 12 months, earns 63 vacation hours per year. This is the same as three 21-hour weeks or the equivalent of 15 "average days" per year, where an average day is the number of hours worked per week divided by five. Instructions on calculating vacation time for part-time employees may be found on the Human Resources web site. A simplified calculation method follows:

Accrual Rate	"Average Days" Per Year	Accrual Calculation
5/6 days/month	10	Normal hrs/wk x .1667 = hrs earned/month
1 1/4 days/month	15	Normal hrs/wk x .25 = hrs earned/month
1 2/3 days/month	20	Normal hrs/wk x .3333 = hrs earned/month
2 1/12 days/month	25	Normal hrs/wk x .4167= hrs earned/month

Personal Days

Benefits-eligible employees on the weekly payroll (but not the monthly payroll) are entitled to two personal days each anniversary year, to be scheduled by agreement between the employee and his/her supervisor. New employees will be entitled to use personal days after completion of their probationary period.

Personal days for part-time employees are calculated in hours. One personal day equals the number of hours in an "average day," which is the number of hours worked per week divided by five.

Personal days are provided for situations where an employee needs to have a day off for personal reasons not related to vacation or illness. They may not be accumulated from one year to the next, and employees are not compensated for unused personal days upon termination or layoff. A supervisor reserves the right to require an employee to use personal days for absences not caused by sickness.

Long-Term Disability Insurance

Benefits-eligible part-time non-exempt (but not part-time exempt) employees will be covered by Boston College's Long-Term Disability Insurance plan after one year of service in the non-exempt position. Please note that part-time exempt employees are not eligible for LTD. The University pays 100% of the premium cost for the coverage. This LTD insurance coverage provides an Income Benefit equal to 65% of the employee's base salary after six months of disability, if approved by the insurance company. The plan also provides for continued 401(k) Retirement Plan contributions for disabled employees receiving benefits under the plan. For more information about the plan, see the Long-Term Disability Insurance section in the *Employee Handbook* or contact the Benefits Office.