



Benefits at-a-Glance
July 1, 2023 - June 30, 2024
Support Staff - Part-time

The Benefits-at-a-Glance is a summary of benefits available to part-time support staff. Employees should refer to the policy manual for details on eligibility and plan restrictions.

Benefit Type	Plan	Waiting Period	Description	
Paid Leave	Vacation	After 90 Day Provisional Period	Part-time Support 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. For pay period dates and deadlines refer to the payroll schedule at https://www.loyola.edu/departments/financial-services/payroll/schedules/staff . Accrual rates increase as years of services increase.	
	Sick	After 90 Day Provisional Period	Part-time Support 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. For pay period dates and deadlines refer to the payroll schedule at https://www.loyola.edu/departments/financial-services/payroll/schedules/staff . Accrual rates increase as years of services increase.	
	Holidays	No Waiting Period	Part-time employees 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/departments/hr/benefits/leave/holidays .	
	Other Paid Leaves	No Waiting Period	Jury Duty, Bereavement, Military Leave	
Benefit Type	Plan	Waiting Period	Description	Additional Information
403(b) Retirement Plan with TIAA	www.tiaa.org/loyolamd	No Waiting Period	Part-time employees may defer up to the IRS maximum; employees are eligible to participate the first of the month coinciding with or following the date of hire. Register and create an account at TIAA's portal.	Not Eligible for Loyola Match
Tuition Remission	https://www.loyola.edu/departments/hr/benefits/tuition	After 6 months and successful completion of the Provisional Period	Part-time employees 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 details on the tuition remission webpage.	Not Eligible for Spouse or Dependent Tuition Remission

Employment Resources
 Policy Manual and Provisional Period
 Payroll/Paycheck Information
 Campus Map and Parking

<https://www.loyola.edu/departments/hr/employment>
<https://www.loyola.edu/departments/hr/employment/new-employee/resources>
<https://www.loyola.edu/departments/financial-services/payroll>
<https://www.loyola.edu/visit/directions-parking>

Human Resources / humanresources@loyola.edu / [410-617-2354](tel:410-617-2354)