



Benefits at a Glance
July 1, 2026 - June 30, 2027
Part-time Biweekly Support Staff

This summary is for recruitment purposes only.

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.	
	Sick	After 90 Day Provisional Period	Part-time Staff accrue at the rate of .0577 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.	
	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.	
	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.	No 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 their date of hire. 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 application immediately after enrolling in a course. Restrictions apply.	No Spouse or Dependent Tuition Remission

Employment Resources <https://www.loyola.edu/departments/people-culture/employment/>
Policy Manual and Provisional Period <https://www.loyola.edu/departments/people-culture/about/policy.html>
Payroll/Paycheck Information <https://www.loyola.edu/departments/financial-services/>
Office of People and Culture people-culture@loyola.edu
Payroll payroll@loyola.edu

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