



Employee Benefits & Other Related Information *	
Vacation Leave	Eligible employees earn vacation leave at the rate of 14 hours per month for each full month of qualifying service and may accumulate up to a total of 720 hours (90 days). Vacation hours in excess of 720 hours are forfeited annually. (Most instructional faculty do not earn vacation leave but observe an annual non-duty period)
Sick Leave	Eligible employees accrue sick leave at the rate of 14 hours per month for each full month of qualifying service. Full-time 9-month appointments earn 15.75 days or 126 hours of sick leave per academic year. There is no limit on the number of hours that may be accumulated. Upon retirement, unused sick leave may be used to enhance retirement benefits (20 days of sick leave credits = 1 additional month of service credit).
Leave Share	The leave sharing program allows employees to donate unused vacation leave to fellow University employees recovering from a serious illness or injury or caring for an immediate family member with a serious illness or injury. Leave donations may be made to the central leave bank or to a specific individual. Employees who are not eligible to earn vacation leave may donate unused sick leave credits.
Family Leave	Employees may be eligible for up to 12 weeks of unpaid family and medical leave, up to 26 weeks of unpaid leave under the Servicemember Family Leave provision, and/or up to 4 weeks of leave under State law or collective bargaining (faculty members may be eligible for up to 4 months), during each calendar year. Certain paid leaves may be substituted for unpaid leave. http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf
Other Types of Leaves	Employees may be eligible for paid leave for bereavement, jury duty, active military duty, and sabbatical / professional improvement, and for various non-paid leaves. Administrative leave is granted for parent teacher conferences, family court hearings for foster children, disaster relief, blood donation, blood testing for bone marrow and organ donation matches, and bone marrow and organ donation.
Holidays	There are 13 paid holidays per year (14 during an election year).
Pension	The Employees' Retirement System (ERS) provides retirement benefits to State and county government employees. Hawai'i law requires eligible employees to become a member of the ERS as a condition of employment. The Hybrid Plan is offered to all eligible employees. In addition to employer contributions, employees contribute 8% of their pre-tax compensation to supplement their pension benefit. Under the Hybrid Plan, employees vest with 10 years of credited service and may retire at age 65 with 10 or more years of credited service or at age 60 with 30 or more years of credited service. The retirement plan provides a lifetime retirement benefit if age and service requirements are met. Upon retirement, a normal benefit is based on years of service multiplied by 1.75% of the average five highest years of pay (average final compensation or AFC), subject to the IRS cap. Retirement benefits may be subject to change by the ERS Board of Trustees.
Health, Prescription Drug, Dental and Vision	The Hawai'i Employer-Union Health Benefits Trust Fund (EUTF) provides health benefits for State and county government employees. Employees may elect enrollment in one of the medical/Rx drug plans, dental, and vision care plans and have the option of paying their health premiums on a pre-tax or post-tax basis (see PCP). Spouses, civil union partners, domestic partners, and dependents of employees are eligible for coverage.
Premium Conversion Plan (IRC Section 125)	The State's Premium Conversion Plan (PCP) provides an opportunity for participants to increase their take home pay by making EUTF health premium contribution on a pre-tax basis.
Group Life Insurance	Currently, the State pays 100% of the monthly premium for group life insurance coverage. The benefits range from \$38,505 (under age 65) to \$7,701 (age 80 and over). The benefit for retired participants is \$1,815.
Workers' Compensation	If an employee incurs a work-related injury or illness, benefits are available to cover eligible medical expenses and to replace a portion of the employee's lost wages while the employee is unable to work. Accrued vacation and sick leave credits may be used to supplement workers' compensation benefits to realize full pay.

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Temporary Disability	Employees may be eligible to receive partial wage replacement benefits if disabled from work due to a non-work related for injury up to 26 weeks.
Employee Assistance Program (EAP)	The University recognizes that employees may face crises and problems that affect work performance. The EAP provides voluntary, confidential diagnostic assessment, information, referral, and short-term professional counseling services to employees experiencing personal problems.
Deferred Compensation (IRC 457)	The State's Deferred Compensation Plan, known as the "Island Savings Plan," is available to all eligible State employees and complies with the provisions of Section 457 of the Internal Revenue Code. Participation in this pre-tax supplemental retirement savings program is voluntary. The plan is administered by Prudential Financial, Inc.
Tax Deferred Annuity Program (IRC 403(b))	The University's 403(b) Tax Deferred Annuity Program is a voluntary pre-tax supplemental retirement savings program available to all University employees. The program complies with Section 403(b) of the Internal Revenue Code and is administered by National Benefit Services.
Flexible Spending Account – Island Flex	The State's flexible spending account benefits program allows employees to pay for eligible medical and dependent care expenses with TAX FREE money. Employees set aside pre-tax dollars to pay for eligible expenses on a reimbursement basis. National Benefits Services administer the program.
Parking	Eligible employees who qualify to park in areas under the jurisdiction of the University of Hawai'i may pay the parking fee via payroll deduction.
Tuition Waiver	Faculty, staff, and their spouse or domestic partner, may be eligible for tuition waivers in accordance with Board of Regents' Policy, Chapter 6. Employees seeking a tuition waiver must register after the normal student registration period and secure authorization from their respective supervisor for any adjustment to the work schedule.
HI529 – Hawai'i College Savings Program	HI529 is a voluntary program designed to assist families in saving for college. Administered by the State of Hawai'i Department of Budget and Finance, HI529 offers valuable tax benefits, high contribution limits, expert investment management, and the flexibility of choosing from a range of investment options. Contributions are made with after-tax dollars, the earnings on the account grow tax-deferred, and distributions used for qualified higher education expenses are tax-free (Hawai'i State and federal taxes).
Child Care Centers	The following campuses have on-campus childcare centers which may accommodate faculty and staff, pending space availability: UH Mānoa, Honolulu Community College, Kapi'olani Community College, Leeward Community College, Hawai'i Community College and Kaua'i Community College. Note: 75% of childcare spaces are allocated to students. Please contact the center directly for current information regarding availability, eligibility and cost.
UH Faculty and Staff Identification Cards	All faculty and staff are eligible to apply for identification cards which entitle them to various benefits and discounts. Contact your respective campus for details.
University of Hawai'i FCU	University employees and students and their spouses or household members are eligible for membership in the University of Hawai'i Federal Credit Union. Members enjoy free traveler's checks and special rates on loans, as well as savings, checking, and charge account services. The main office is in close proximity to the Mānoa campus, with shared branch service of over 30 other credit union locations throughout the State.
Savi	Savi in partnership with TIAA will assist employees with the Public Service Loan Forgiveness (PSLF) program. This program forgives the remaining balance on your Direct Loans after you have made 120 monthly payments under a qualifying repayment plan.

*The above benefits are subject to modification or termination due to changes in legislation, collective bargaining provisions, and/or policies, etc. This summary does not constitute a legal document or contract. Benefits may vary by type of employment and employment conditions.

Additional information on these and other benefits are available on the [Office of Human Resources](#) (OHR) website