

## RCUH Employee Benefits Overview by Status and FTE

	RCUH Policy	Voluntary or Automatic Enrollment	Regular Status Employee Eligibility	Non-Recruited Employee Eligibility Temporary, Student Assistant, Intermittent
<b>Workers' Compensation</b>	3.590	Automatic	Any FTE <i>UH Marine Center only: Ship/Sea Operations covered by Jones Act</i>	Eligible
<b>UH ID Card</b>	3.610	Voluntary	Any FTE	<i>Temporary employees may be eligible - contact RCUH Employment</i>
<b>Service Awards</b>	3.440		Any FTE	Not Eligible
<b>Outstanding Employee of the Year</b>	3.450		Any FTE	Not Eligible
<b>Holidays</b> (observed by the University of Hawai'i and Hawai'i State Agencies)	3.344	Automatic	Any FTE	Not Eligible
<b>Vacation Leave - paid time off</b>	3.620		Any FTE with vacation leave balance (subject to annual Vacation Forfeiture)	Not Eligible
<b>Vacation Leave Accrual</b>	3.620	Automatic	50% and above	Not Eligible
<b>Vacation Leave Payout upon termination</b>	3.620	Automatic	Any FTE with vacation leave balance	Not Eligible
<b>Sick Leave - paid time off</b>	3.640		50% and above; <b>TDI/ASL may be applicable to all employees</b>	<b>TDI/ASL may be applicable to all employees</b>
<b>Sick Leave Accrual</b>	3.640	Automatic	50% and above	Not Eligible
<b>Advanced Sick Leave (ASL) - paid time off</b>	3.640		50% and above	Not Eligible
<b>Temporary Disability - paid time off</b>	3.640		Any FTE if not eligible for Advanced Sick Leave	Any FTE
<b>Sick Leave Payout upon termination</b>	3.640	Automatic	50% and above	Not Eligible
<b>Other Leaves - paid and/or unpaid time off:</b> <i>Bereavement, Jury Duty, Blood Donation, Parent Teacher Conference, FMLA/HFLL, Military, Victim's Leave</i>	Various		Any FTE	<i>May be eligible for leave of absence - contact RCUH Employee Benefits</i>
<b>Medical</b>	3.520	Voluntary	50% and above	<i>May be eligible under Policy 3.520B</i>
<b>Dental</b>	3.520	Voluntary	50% and above	Not Eligible
<b>Flexible Spending Accounts</b> (FSA Healthcare, FSA Dependent Care)	3.530	Voluntary	50% and above	Not Eligible
<b>Pre-Tax Transportation Accounts</b> (Parking, Bus Pass)	3.530A	Voluntary	50% and above	Not Eligible
<b>Group Retirement Annuity</b> (401a employer contribution)	3.560	Automatic	50% and above	Not Eligible
<b>Supplemental Retirement Annuity</b> (403b employee contribution)	3.560	Voluntary	Any FTE	Any FTE
<b>Life Insurance</b>	3.540	Automatic	75% and above	Not Eligible
<b>Long Term Disability</b> (including Employee Assistance Program EAP)	3.570	Automatic	75% and above	Not Eligible
<b>Long Term Care</b>	3.545	Automatic	75% and above	Not Eligible
<b>Supplemental Long Term Care</b>	3.545	Voluntary	75% and above	Not Eligible
<b>Tuition Expense Reimbursement</b>	3.460		100% only	Not Eligible

**IMPORTANT: This table is a reference guide only.** Refer to Policy for details on eligibility - there may be additional requirements in addition to employee status and FTE (location, service hours, non-probationary, etc.). Eligibility/enrollment in benefit does not guarantee approval of claim.