

## Rice University Policy No. 405

### BENEFIT TIME

Applies to: Staff Who Are Eligible for Benefits

Rice University grants staff members an amount of paid benefit time during which an employee may be absent for any reason, including vacation, personal business, illness, or religious holidays. Benefit time must be scheduled in advance with supervisors, who approve requests according to departmental workload and staffing levels. In the event of sudden illness or emergency when there is no opportunity for advance scheduling, the employee's supervisor should be notified as soon as possible and preferably before the normal time that the employee would begin work.

### Basis Of Benefit Time Accumulation

The rate at which an employee accumulates benefit time depends on whether the employee's position is classified by the Fair Labor Standards Act overtime provisions as exempt "professional, executive, or administrative staff", non-exempt "technical or support staff", or classified by Rice University as "a postdoctoral research associate." The rate of accumulation also depends on the seniority date, which takes into account all full years of any prior benefits-eligible service at Rice University in a benefits-eligible job.

On a professional, executive, administrative, technical or support staff member's anniversary of employment, he or she may carry forward a maximum of one year's accumulated benefit time. He or she then begins accumulating additional days or hours of benefit time.

Postdoctoral research associates (postdocs) regardless of their length of service, accumulate benefit time at the same rate as exempt staff members with less than 10 years of service. The postdoc must exhaust all benefit time prior to the end date of the appointment specified in the current appointment letter. If a postdoctoral research associate's current appointment letter specifies a term beyond one year, the postdoc may carry forward a maximum of one year's accumulated benefit time, with the understanding that all benefit time must be used by the end date of his or her current appointment; any extensions, renewals, or subsequent appointments reset the amount of accrued benefit time to zero.

Time is accumulated according to the following schedules.

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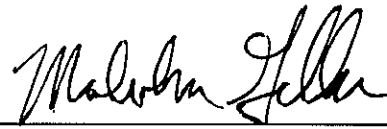
#### Full-Time Non-Exempt Technical and Support Staff Benefit Time Program

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Length of Continuous Benefits-Eligible Service	Number Days per Employment Year	Monthly Accumulation in Hours
0 - 5 Anniversary	16	10.67
5 - 10 Anniversary	21	14.00



(or were in the 20<sup>th</sup> year of Rice employment on that date) are entitled to an accumulation rate of 31 benefit time days each year.



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Malcolm Gillis, President

Policy No. 405

Revised: January 24, 2004

See also Benefits Eligibility Policy  
Short-Term Disability Policy  
Holiday Policy  
Research Positions

Supersedes: 401-82, 403-93, 405-93 405-94, 405-96