

In order to receive sick time, an employee must notify his/her supervisor each day of the absence at least one (1) hour prior to the beginning of the shift (or in compliance with departmental procedures).

Your supervisor may require a doctor's certificate prior to approving sick leave for any related absence. If you have been absent due to a contagious illness or out of work on sick leave for 3 or more work days, the Employee Health Office must clear you before returning to work.

The Occupational Health Office is located at 98 N. Broadway, Suite 421, Baltimore, MD 21231. The telephone number is 410-502-5656 / 410-955-6211.

## Other Paid Leave

JHHCG grants other paid leave to employees, once they have completed the 90-day probationary period, as shown on the chart below:

REASON FOR LEAVE	BENEFITS
Death of immediate family member	Up to three days off within one week of death (pro-rated for part-time employees)
Jury duty	Employee receives regular pay
Annual military leave	JHHCG pays difference between regular pay and military pay for up to 10 days once a year

## Family and Medical Leave

The JHHCG also provides unpaid, job-protected leave to eligible employees for certain family and medical leave reasons under the Family and Medical Leave Act (FMLA) of 1993. The FMLA provides 12 weeks for General FMLA Leave, 12 weeks for Military Family Leave: Qualifying Exigency Leave and 26 weeks for Military Family Leave: Caregiver Leave. You are eligible if you have worked for JHHCG for at least 12 months in the last seven years and have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the start of leave. Family Medical Leave runs concurrently with any other paid leave (i.e. short term disability, workers' compensation, vacation, sick, personal or an unpaid absence that qualifies under FMLA). For more information on FMLA, please contact the HR Department at 410-288-8186.

## Other Benefits

### Helping You Pay for Continuing Education for Yourself and Your Dependent Child(ren)

#### Tuition Assistance

If you are a full-time employee, who is regularly scheduled to work 30-40 hours per week, you may be granted educational assistance after 90 days of employment.

To receive reimbursement, you must attend an accredited college, technical school or vocational school. The course must lead to licensure, degree and/or meet the criteria of business necessity (job-required) or operational necessity. Internet courses are also covered under the program as long as they meet the same criteria of non-Internet courses. In this educational partnership, you agree to work for JHHCG for a predetermined period after satisfactory completion of the course(s).

Please note: Upon completion of degree/licensure, you must agree to work for JHHCG for a minimum of one (1) year.

The maximum amount of tuition assistance for eligible employees is \$5,200 per twelve (12) month period. For satisfactory completion of approved course(s), you must receive a "C" or better for undergraduate courses or maintain a "B" average or better for graduate-level courses.

## Tuition Advancement

Your application must be submitted no later than four (4) weeks before the course starting date. Applications submitted later will result in disapproval of request.

Official grades must be submitted within one (1) month from the completion date of the course or as soon as grades are received.

Unsuccessful completion of your course(s) would require you to reimburse JHHCG before other tuition assistance is approved.

The percentage amount of reimbursement you can receive depends on the number of hours you are regularly scheduled to work each week, as shown below:

SCHEDULED HOURS PER WEEK	REIMBURSEMENT
40	100%
30-39	75%

## Dependent Child Tuition Program

### Eligibility

Dependent child(ren) of full-time (40 hours/week) employees, who have a minimum of two years continuous service, are eligible for payments of their full-time (a minimum of 12 credit hours per semester), undergraduate tuition and mandatory academic fees. A dependent child is a blood descendent of the first degree, one who is legally adopted, or one who is a stepchild primarily dependent on the eligible parent for financial support, and under the age of 26. Please note: JHHCG reserves the right to request evidence of the dependent status of persons listed on the Dependent Tuition Program Application.

Covered employees become eligible for this benefit after completing two consecutive years of full-time employment at JHHCG. The two-year eligibility cutoff dates are: October 1 for fall semester and February 1 for spring semester. This benefit is available only during periods in which a covered staff member is employed full-time. Each parent is eligible if they are each a full-time employee meeting the requirements listed above.

### Payment

Payment is for 50 percent less taxes of each dependent child's full-time, undergraduate tuition and mandatory academic fees, up to a maximum of 50 percent of The Johns Hopkins University's freshman undergraduate tuition. Room and board, books, part-time and graduate study are not eligible. Payment is limited to four years of full-time, undergraduate study per dependent child at any accredited, degree-granting institution. Accredited institutions that do not offer degrees, but instead issue diplomas or certificates, are not eligible. Payments are available for mini-sessions and summer courses only if the courses will be counted toward a degree, the dependent child is a full-time student participating in the Dependent Tuition Plan for both fall and spring semesters, and the student has not received the maximum grant allowance for the academic year.

If other tuition scholarship support is received in addition to the Hopkins tuition aid, the total combined tuition support may not exceed 100 percent of the tuition and mandatory academic fees. (If scholarship support is applicable to room and board and/or meal expense, it must be indicated on the tuition bill so that it may be excluded from any scholarship offset.)

If the parent does not maintain full-time status or has a change in job classification that will affect eligibility, or if the student does not maintain full-time student status, the parent is required to refund 100 percent of the Hopkins aid. If the student withdraws before the end of the academic cycle, the parent is expected to refund the Hopkins aid according to the institution's withdrawal policy. If 100 percent of the money is not refunded, JHHCG will consider the student to have used the entire benefit for that cycle.

JHHCG will reimburse the employee directly when a copy of the bill from the school is provided. All payments made on behalf of employees will be fully taxable and subject to withholding rules.

## College Savings Plans

You can use your pre-taxed dollars to begin saving for college. Your money in the College Savings Plans of Maryland can be used at nearly any college in the country. The two savings plans we offer are: Maryland Prepaid College Trust and Maryland College Investment Plan. The Maryland Prepaid College Trust allows you to lock in one to five years of future college tuition at today's prices. The Maryland College Investment Plan offers 10 investment options and is managed and distributed by T. Rowe Price. You can invest in a minimum of \$25 monthly or up to a maximum of \$250,000 per child.

To join or if you have any questions, please call 888-463-4723.

## Aflac

Aflac provides cancer, accident and recovery protection policies, as well as protection if you have a stroke or heart attack. Aflac benefits include services not covered under your medical plan that can be costly, such as travel expenses while seeking treatment, lost wages and home care. You can pay for these voluntary programs through payroll deductions on a pre-tax basis.

For more information, visit their website at [www.aflac.com](http://www.aflac.com)

## Credit Union

As a JHHCG employee, you are eligible to join the Johns Hopkins Federal Credit Union and take advantage of the following services:

- Share savings accounts
- Telephone and Internet account transactions
- Free Share Draft checking accounts
- Share Certificates
- IRAs
- Holiday Club accounts
- Low-interest loans
- Automatic deposit through payroll deduction
- Surcharge-free ATM access nationwide at more than 26,000 ATMs

For details, you may call the Credit Union directly at 410-534-4500 or 1-800-JHFCU-70. Visit our website at [www.jhfcu.org](http://www.jhfcu.org)

## Direct Paycheck Deposit

You may enjoy the convenience of having your payroll check deposited directly into your savings or checking accounts. Contact the HR Department at 410-288-8186 or 288-8010 or stop by the Holabird site to pick up a Direct Deposit Authorization Form.

## Employee Assistance Program

The Hospital provides an established Employee Assistance Program to help you address various problems that may impact your physical or mental health and/or ability to perform your job. You may contact the Faculty and Staff Assistance Program (FASAP) by calling 410-955-1220 or 443-997-3800.

## Free Parking

Free parking is available at the Holabird site.

## Long-Term Care Insurance

A voluntary program, paid by employees, to provide long-term care should they suffer an injury or illness and need home care or nursing home care. Coverage will also be available for spouses and parents of employees. Discounts are available for preferred health and spousal coverage. Visit [www.unumprovident.com](http://www.unumprovident.com) for more information.

## Wellnet

As a JHHCG employee, you are eligible for a variety of wellness-related programs and educational materials on a variety of topics, including:

- Weight Management
- Smoking Cessation
- Prenatal Counseling
- Health Screening/Risk Appraisals
- Health Fairs
- Exercise Programs

## **Auto/Homeowners Discount Program**

MetLife offers special group rates and the opportunity to pay by payroll deduction. In addition to low group rates, receive discounts for:

- Payroll deduction (as much as 10 percent)
- Years of JHHCG service (as much as 20 percent)
- Good student (as much as 20 percent)

Free quotes are available by calling their toll-free, no obligation number, 1-800-GET-MET-8 or visit [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits).

## **Pet Insurance**

MetLife, through Veterinary Pet Insurance, offers special group rates to provide coverage for your pet, including dogs, cats, birds, etc. For more information call 1-800-GET-MET-8 or visit [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits). Identify yourself as a JHHCG employee and provide your employee badge I.D. number, as verification.

## **Pre-Paid Legal**

MetLife, through Hyatt Legal Plans, offers a special group rate to JHHCG employees to participate in their pre-paid legal plan. For a deduction of \$15 per month you can receive legal advice for a wide range of legal matters, including:

- Defense of civil lawsuits
- Preparation of a will, powers of attorney
- Pre-marital agreements
- Real estate matters, and more

Call 1-800-821-6400 or visit [www.legalplans.com](http://www.legalplans.com) for more information.

## **Employee Discounts on Amusement Park Tickets and More**

Discount tickets are available for employees to a number of area amusement parks and the National Aquarium in Baltimore. Tickets can be purchased at the HR Service Center (main campus site).

## **Live Near Your Work Grant Program**

As a JHHCG employee, you are eligible to participate in the Live Near Your Work (LNYW) Grant Program and receive financial assistance toward the purchase of a new home in approved areas.

For more information on the program, visit [www.jhu.edu/lnyw](http://www.jhu.edu/lnyw) or call 443-997-7000.