1. **STATEMENT OF POLICY:**

Loyola Law School determines eligibility for benefits based on a staff member’s work status, hours of work and length of employment.

2. **DEFINITIONS:**

“**Full-time faculty,**” for the purpose of this policy, includes the ranks of tenure-line/tenured Assistant Professor, Associate Professor, and Professor.

“**Term faculty,**” for the purpose of this policy, includes Clinical Faculty, Instructor and Visiting Professor.

“**Part-time faculty,**” for the purpose of this policy means faculty who have taught at least 6 units for two consecutive semesters and who are teaching at least 6 units in the third semester. The Plan requires that at least a 6-unit course load be maintained in every semester to remain benefits eligible. Benefits eligible, part-time faculty include Lecturers and Adjunct Professors.

For definitions of staff employment categories, please see the Work Status policy, posted [here](#).

3. **POLICY:**

Loyola Law School is in full compliance with the Patient Protection and Affordable Care Act (“ACA”).

**Employment Categories and Benefits Eligibility**

**Full-time faculty and term faculty** – eligible for all group health and welfare benefits.

**Part-time faculty** – eligible for group health benefits (medical/dental/vision/Flexible Spending Account (“FSA”).)

**Full-time regular and full-time term staff members** – eligible for all group health and welfare benefits.

**Part-time regular and part-time term staff members** – receive benefits based on their regularly scheduled hours of work.
Part-time regular and part-time term staff members regularly scheduled to work 17.5 hours or more per week are eligible for group health benefits (medical/dental/vision/FSA) and accrue sick and vacation benefits on a pro rata basis, based on their FTE designation.

Part-time regular and part-time, term staff members regularly scheduled to work less than 17.5 hours per week accrue sick and vacation benefits on a pro rata basis, based on their FTE designation.

**Full-time temporary staff members** – not benefits eligible until they have been employed for more than 60 days.

Full-time, temporary staff members employed for more than 60 calendar days become eligible for group health benefits (medical/dental/vision/FSA.) Group health benefits coverage for full-time, temporary staff members commence on the first day of the month following 60 days of employment. Full-time temporary staff members do not accrue sick or vacation benefits.

**Part-time temporary staff members** – generally not benefits eligible.

Part-time temporary staff members regularly scheduled to work 17.5 or more hours per week become eligible for group health benefits (medical, dental, vision, and FSA) if employed for more than 60 calendar days. Group health benefits coverage for part-time temporary staff members regularly scheduled to work 17.5 hours or more per week will commence on the first day of the month following 60 days of employment. Part-time temporary staff members do not accrue sick or vacation benefits.

Part-time temporary staff members regularly scheduled to work less than 17.5 hours per week are not benefits eligible and do not accrue sick or vacation benefits.

**Per Diem staff members** – *Per diem* staff members are not benefits eligible.

**Work Year and Impact on Benefit Eligibility**

The standard work year for regular and term staff members is twelve months.

There are regular and term staff assignments at the Law School that, due to the requirements of the position or other job-related factors, have a work year that is less than 12 months per year. Benefit eligibility for staff members employed in regular or term assignments with a work year less than 12 months is determined by their scheduled working hours (e.g., full-time vs. part-time) and follows the terms stated above. During the period the staff member is not scheduled to work, the staff member ceases accruing sick and vacation pay and does not receive holiday pay; however all other benefits for which the staff member would be otherwise eligible remain in full force and effect.