



life and ad&d

Life and accidental death and dismemberment (AD&D) insurance protects you and your family from financial hardship in case of death or dismemberment. SPU provides a life insurance benefit for eligible employees. This employer-paid benefit is valued at two times your annual salary, rounded to the next highest thousand. It also includes an AD&D benefit, which will pay an additional amount if death was the result of an accident or there is a particular loss of functionality.

long-term disability

Full-time employees are eligible for long-term disability insurance after six months of employment. The employee's premium is paid in full by the University.

Upon acceptance of a full or partial disability claim of greater than 180 days, 60% of pre-disability salary is paid for a predetermined period.

leave of absence

University leave policies include: vacation, sick, short-term disability, maternity, paternity, Family Medical Leave Act (FMLA), Family Care Act, employee medical, holidays, Christmas closure, jury/witness duty, military, bereavement, adoption, personal, and sabbatical leaves. Additional information is available in the Employee Benefits Handbook.

employee assistance program (eap)

The EAP is a free, confidential service exclusively for employees covered by SPU's LTD program, as well as their dependents. The benefit consists of unlimited 24-hour telephone counseling; three face-to-face visits per condition; financial planning assistance; day care, school, college, and elder care search services; relocation information; and a host of other work-life services. **This program is strictly confidential!**

tuition discount and exchange

The tuition discount is available to full-time employees on a graduated scale based on years of service. Recipients are eligible after a one-year waiting period. The employee and spouse receive a discount for undergraduate and graduate courses, while dependent and non-dependent children are eligible for undergraduate courses. Tax implications apply.

As a member of both the Council of Christian Colleges and Universities (CCCU) and Christian College Consortium (CCC), there are opportunities to attend other institutions while receiving the tuition discount. These exchanges are subject to the discretion of the receiving school.

Details on tuition discount and exchange programs are available in the Employee Benefits Handbook.



emeriti health solutions

Emeriti is a way to pre-fund retirement medical needs. Employer contributions begin at age 35 with one year of service and are fully vested after seven years. If you are age 21 or older, you may begin post-tax employee contributions. Funds grow and are distributed upon retirement tax-free. They may be used to purchase retiree and dependent health programs through Aetna, or to pay for qualified out-of-pocket medical expenses.

early retirement program

This program is for retiring employees age 60 and above with 10 years of service. The program allows retirees and their dependents to continue current medical and dental insurance at their expense until age 65 or Medicare eligibility.

travel assistance

Employees who are covered by SPU's life insurance program also have a travel assistance benefit available for themselves and their dependents. This service, provided through MEDEX, offers customized global travel solutions from pre-travel intelligence and contingency planning to 24-hour emergency medical and security assistance, as well as evacuation and repatriation programs. Please request a brochure or visit the main Human Resources page for more information.



benefit calendar

| Events | Important Dates |
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| Enrollment | |
| Online Open Enrollment | Sunday, May 1 through Tuesday, May 31 |
| Benefits Fair | Tuesday, May 10 10:30 a.m.–2:00 p.m. Location: Upper Gwinn |
| Deadline for Completing Online Open Enrollment | Tuesday, May 31 |
| Long-Term Care Insurance Open Enrollment | November |
| Flexible Spending Accounts (FSAs) | |
| 10/11 Benefits Plan Year Ends | Thursday, June 30 |
| 10/11 FSA Grace Period | Friday, July 1 through Wednesday, August 31 |
| 10/11 FSA Claims Submission Deadline | Friday, September 30 |
| 11/12 Benefits Plan Year Begins | Friday, July 1 |

