

CHAPTER TWELVE

FRINGE BENEFITS FOR FACULTY*

This chapter outlines fringe benefits available to the members of the full-time faculty and administrators of Loyola University New Orleans, unless specifically mentioned otherwise. Loyola is committed to offering a competitive benefit package as a part of the total compensation of faculty and administrators. University benefits are reviewed regularly and revisions occur frequently. The Employment Benefits Coordinator can be contacted for additional explanation of benefits. **This partial summary is a matter of information only. The official plan document takes precedence. All current details regarding Loyola benefits may be found on the following Human Resources webpage: <https://finance.loyno.edu/hr/benefits>.** It does not constitute a contract between Loyola and the recipient to provide these specific benefits. Loyola reserves the right, in its sole discretion, to change any benefits, including the termination of a benefit, granted to employees at any time.

INSURANCE AND RETIREMENT

Medical Insurance: Effective on the first day of the month following employment, unless the employee begins employment on the first day of the month. In this case, the benefit is effective on that day. Cost shared by Loyola University New Orleans and employee. Employee contribution to the premium is pre-tax.

Dental Insurance: Effective on the first day of the month following employment, unless the employee begins employment on the first day of the month. In this case, the benefit is effective on that day. The total cost is paid by the employee. Employee contribution to the premium is pretax.

Vision Insurance: Effective on the first day of the month following employment, unless the employee begins employment on the first day of the month. In this case, the benefit is effective on that day. The total cost is paid by the employee. Employee contribution to the premium is pretax.

Term Life Insurance: One (1) times base salary (up to a maximum of \$250,000) is fully paid by Loyola University.

AD&D (Accidental Death & Dismemberment for participants in group life plan at no additional premium): One (1) times base salary (up to a maximum of \$250,000) is fully paid by Loyola University.

Optional Life Insurance: Additional life insurance coverage options available.

Optional AD&D: Additional AD&D insurance coverage options available.

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Long-Term Disability: Premium paid by Loyola for full-time faculty. 90-day elimination period before benefits begin. 60% of salary up to \$10,000 per month.

Retirement Plan: Auto enroll at 3.5% of pre-tax of gross earnings for all employees upon hire. After 1 year of service and 1,000 hours or more worked, Loyola will begin employer contributions of gross earnings. (For the current percentage of Loyola contributions see the current benefits plan on the Human Resources benefits webpage: <https://finance.loyno.edu/hr/benefits>) You are vested in all contributions immediately upon participation. Previous service with an eligible employer may qualify for immediate employer contribution.

OTHER BENEFITS

Faculty Personal Medical Leave¹

Ordinary faculty members, without regard to length of service, may apply for up to six months of paid personal medical leave to care for his or her own serious or chronic health condition.

Full-time extraordinary faculty members with continuing appointments and at least one year of service with the University may apply for up to six months of paid medical leave for their own serious or chronic medical condition during the term of their contract.

Once an approved Faculty Personal Medical Leave period begins, the faculty member cannot use more than 180 total calendar days of this leave during any 36-month rolling calendar period (which begins on the start date of any approved Faculty Personal Medical Leave period). The faculty member on personal medical leave will have no duties while on leave. In addition, the faculty member is not required to participate in the life of the University or the department during the leave.

If a faculty member's personal medical leave qualifies under the FMLA, time taken as personal medical leave will run concurrently with any FMLA leave. Salary and university-paid benefits will continue for the duration of the leave up to a maximum of six months.

When a faculty member is unable to fulfill teaching responsibilities for a medical reason, the department chair should take steps to replace the person in the classroom. If the medical leave is of a short-term nature (up to 14 consecutive calendar days), the department chair should replace the member's teaching duties with other departmental personnel. If the medical leave is expected to exceed more than 14 calendar days, the chair, in consultation with the Dean and in accordance with the provisions of the Faculty Handbook, may make arrangements to replace the faculty member for the remainder of the term. If a faculty member whose personal medical leave qualifies under the FMLA is released by the provider to return to work during the academic term, the faculty member may elect to return to work, as provided by FMLA, in consultation with the Dean and department chair. Alternatively, the faculty member may choose to remain on paid leave

¹ Section added and approved by the BOT on July 9, 2026

until the end of the term. In this latter case, the leave period after the faculty member is released for work will not be counted against any remaining balance of time available under FMLA; moreover, the faculty member will be expected to be available for special projects or assignments as needed.

If the faculty member is unable to return to work at the beginning of the academic semester, the medical leave will be deducted from any available FMLA leave.

Faculty may, under the FMLA, apply for intermittent personal medical care leave. If the request is FMLA eligible, the faculty member will be paid their full salary and the University will continue to make benefit contributions. If all or part of the personal medical care leave request does not qualify as FMLA leave, the request for an extended leave for personal medical care will be reviewed on the basis of its merits and the needs of the University by the Dean and Department Chair.

For disabilities lasting longer than 6 months, faculty may apply for benefits under the University long-term disability plan.

A faculty member on medical or other University-approved leave shall work with their department chair and dean as early as is reasonably possible to identify an agreeable date for submission of reappointment materials and/or initiation of reappointment review. This date should be identified before leave is taken whenever possible. The submission date for materials, or the review timeline, may be adjusted to reflect the period of leave, so long as the adjustment is documented in writing.

If the faculty member wishes to request formal extension of the probationary period (i.e., a tenure-clock extension), they should submit the request in accordance with the University procedure for such extension. Parental leave tenure-track extensions are requested using this form.

The University will issue the revised reappointment/review letter to the faculty member in a timely manner.

Parental Leave Policy for Faculty²

Paid parental leave is time off from work for the birth or adoption of a child, or the assignment of a foster child. Full-time faculty members at the University will be entitled to eight weeks paid parental leave at full pay or 16 weeks at half pay. This equates to a half-time semester release at full pay or a full semester release at half pay.

Because parental leave is foreseeable, faculty must ordinarily provide at least 30 days advance notice and must seek the concurrence of the dean and department regarding such logistics as course coverage, supervising majors, and committee assignments, as well as approval by the provost and vice president for academic affairs. When the leave allows

² Updated Text -- Policy Revised by BOT on May 14, 2010 and May 17, 2019

for advance planning, the curricular obligations of the faculty member on leave should be accommodated by creative scheduling such as team teaching, rescheduling classes, course load adjustment, or cancellation of classes. Faculty may address appeals of these decisions to the University Conciliation Committee. When curricular responsibilities remain after all of the options listed above are utilized, part-time faculty may be hired to cover those responsibilities. Future course reductions for departmental colleagues who take on a significant portion of the teaching duties of the faculty member should also be considered.

Paid parental will begin at such time as may be determined by the University and the full-time faculty member. Such leave must commence and conclude within a 12-month period beginning with the first day leave is used. Paid parental or maternity leave will run concurrent with Family Medical Leave Act (FMLA) leave entitlement if the faculty member is entitled to FMLA leave.

Upon completing and submitting to the Office of the Provost the Tenure Review Extension Form – Parental Leave, a tenure track faculty member who becomes the parent of a child (either by birth or adoption), shall be eligible for an automatic one-year extension of the probationary period for tenure. This automatic extension, however, may be waived if the faculty member so desires and so indicates by selecting the appropriate block on the Parental Extension form.

No more than two extension requests will be granted; however, the second extension request (for the birth or adoption of a subsequent child) must be submitted in writing to the Office of the Provost. Such request will not be automatically granted but rather is subject to approval of the Provost.

Tuition Reduction Program: Faculty tuition waiver beginning first semester after full-time employment. Faculty may enroll in: 9 Undergraduate or 6 Graduate – hours per semester. Full tuition waiver for degree-seeking dependents beginning first semester after faculty member begins full-time employment. No limit on credit hours for dependents. Cannot be used for courses for which credit is not earned, extension courses, study abroad, continuing education programs, or payment for books or fees. Refer to Human Resources web site for further Tuition Remission Program Information and forms (www.loyno.edu/humanresources/forms/index.html).

FAXCHEX Program for dependent children provides opportunities for tuition waivers at other Jesuit colleges and universities. More information available through the Office of Admissions.

Flexible Spending Accounts: Save for many non-reimbursed medical and dependent care expenses on a before-tax basis.

Recreation Center: Discounts for employee membership, payroll deduction available.

Campus Parking: Payroll deduction available.

Credit Union: Payroll deduction for savings, loans, and Christmas clubs.

Employee Assistance Program: Offers assistance with your concerns for family care, college, conflict management at home or work, financial, education or legal planning, child or elder care options, healthy living, and with various emotional issues that you may have through Horizon Health. These services are completely confidential, available any time by phone or online, and are available for you and your household at no charge.

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