



OFFICE OF HUMAN
RESOURCES
AND COMPLIANCE

2024-2025 BENEFIT OVERVIEW

PART TIME EMPLOYEES (1000-1559 Hours)

Voluntary Retirement Plan The Standard Retirement Services, Inc.														
All non-student employees are eligible to participate immediately upon commencing employment.														
<ul style="list-style-type: none"> • Pre-tax or post-tax (Roth) contributions. • Two-year cliff vesting for employer match contributions. • Must work a minimum of 1,000 hours annually to receive Messiah contribution. • A year in which 1,000 hours is not met does not count toward vesting. • Financial advising services available through Capital View Wealth Management. 	Employee contributes	Messiah contributes												
	2.50%	3.00%												
	5.00%	6.00%												
	7.50%	8.00%												
Tuition Reduction for Dependents/Spouses														
This benefit provides tuition assistance for up to a first bachelor's degree for spouses and dependents attending Messiah University. The benefit is based on completed years of service.														
Tier I Only – Messiah University														
Vesting Period Completed Years of Service	3-Year Vesting % of Tuition													
1	16.6%													
2	33.3%													
3	50.0%													
Time off Benefits														
Funeral Leave	Immediate Family: up to 5 workdays, in full-day increments, per occurrence Non-Immediate Family: up to 2 workdays, in full-day increments, per occurrence Non-Family: up to 1/2 workday per occurrence, not to exceed three occurrences (1½ workdays) annually.													
Paid Holidays	Eligible for paid holidays that occur during regular work schedule: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">New Year's Day</td> <td style="width: 50%;">Independence Day</td> </tr> <tr> <td>Martin Luther King, Jr. Day</td> <td>Fall Break (supervisor to assign one day that week)</td> </tr> <tr> <td>Good Friday</td> <td>Thanksgiving Day</td> </tr> <tr> <td>Easter Sunday (if regularly scheduled)</td> <td>Day after Thanksgiving</td> </tr> <tr> <td>Memorial Day</td> <td>Christmas Eve Day</td> </tr> <tr> <td>Juneteenth</td> <td>Christmas Day</td> </tr> </table> University closed between Christmas and New Year's Day as announced		New Year's Day	Independence Day	Martin Luther King, Jr. Day	Fall Break (supervisor to assign one day that week)	Good Friday	Thanksgiving Day	Easter Sunday (if regularly scheduled)	Day after Thanksgiving	Memorial Day	Christmas Eve Day	Juneteenth	Christmas Day
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INFORMATION BELOW PERTAINS TO ADMINISTRATIVE AND STAFF EMPLOYEES ONLY

Time Off Benefits	
Sick Leave	Pro-rated based on time actually worked, accrued.
Personal Leave	Pro-rated based on time actually worked. Unused hours do not carryover.
Vacation Leave	Pro-rated based on time actually worked, accrued. Maximum 80 hours annual carryover limit. Maximum 160 cumulative hours carryover limit.

Specific details regarding these benefits are stored in the *PolicyCentral* system and can be found on the web at <http://www.messiah.edu/info/20591/policies> or are available from the Office of Human Resources. The University reserves the right to alter or eliminate these benefits.