



Benefits At-a-Glance
July 1, 2025 - June 30, 2026
Direct-Hire Temporary Position

This summary is provided for recruitment purposes only. Benefits information, including enrollment instructions, will be shared once eligibility is met. Direct-Hire Temporary Employees hired to work less than 30 hours per week or whose schedules may fluctuate are classified as direct-hire temporary staff. Note: This classification does not include individuals employed through temporary staffing agencies.

Benefit Type	Plan	Description	Additional Information
Medical	OAP HSA (HDHP)	Eligibility is assessed based on the total hours worked during a 12-month measurement period, as defined by the University.	Once the required hours are met, the eligible employee may enroll effective the first day of the month following a 60-day waiting period.
Health Savings Account	HSA		
Paid Time Off	Sick and Safe Leave	Employees must work 24 hours or more in a pay period to accrue sick leave. Sick leave accrues at a rate of one hour for every 30 hours worked. The maximum total that can be accrued is 40 hours in a benefit plan year (July 1 - June 30).	Access sick leave accruals and balance in Workday
Paid Holidays	University-wide Observed Holidays	Employees are paid for holidays at their regular rate for the number of hours usually worked on an average day. The holiday must fall on a day that the employee is regularly scheduled to work.	https://www.loyola.edu/department/hr/benefits/leave/holidays
Retirement Savings Plan	403(b) Defined Contribution Tax-Deferred Retirement Plan	Employees are eligible to participate the first of the month coinciding with or following the date of hire. Not eligible for Employer Match. Register/create an account and submit a salary deferral to begin contributing at www.tiaa.org/loyolamd .	Not Eligible for Employer Matching Contribution

IF YOU HAVE QUESTIONS OR NEED ADDITIONAL INFORMATION

Contact your HR Business Partner at humanresources@loyola.edu
Benefits and Wellness Webpage <https://www.loyola.edu/department/hr/benefits/>

