



**BENEFITS SUMMARY**  
**Full-time Regular Status**

**PAY DAYS** - Every two weeks, 26 pays per year

**HEALTH CARE** – Cost share depending on plan elected and level of coverage selected. All eligible employees have the choice of two programs:

SENTARA VANTAGE 10/20M (HMO) OR OPTIMA PLUS 20/20% M (PPO).

SENTARA PLUS Out of Area 20/20% M (PPO) is available for employees living out of area.

**VISION** – VSP (Vision Specialty Program). Cost share depending on coverage.

**DENTAL COVERAGE** – MetLife Dental PPO. Cost share depending on coverage.

**EMPLOYEE ASSISTANCE** - Confidential counseling services to employee and members of family. No cost to employee.

**RETIREMENT CONTRIBUTION** – Principal Financial Group -Non Highly Compensated Employees - Eligible employees who have attained age 21, hired on or after January 1, 2009, receive a non-elective employer contribution to the 403(b) retirement program equal to 11% of base salary. Employees may contribute pre-tax dollars to the plan.

**LIFE INSURANCE** – MetLife - Two times annual salary rounded up to next \$1,000. No cost to employee.

**OPTIONAL LIFE & AD&D**– MetLife – Employees may buy additional coverage for themselves and their dependents. Evidence of Health may be required depending on elected level of coverage.

**CRITICAL CARE INSURANCE WITH WELLNESS** – Employees may buy an insurance benefit that pays up to 10,000.00 upon diagnosis of designated illnesses. Wellness benefit of \$100 is paid one time per year for certain tests.

**DISABILITY/ SALARY CONTINUATION**- Self funded short term program begins 30 days after onset of qualifying disability. Long term disability insurance provided through MetLife. Coverage begins 90 days after qualifying disability. No cost to the employee for both programs.

**LEGAL RESOURCES** - Protect yourself and your family through this legal plan providing 100% coverage on a broad range of legal services. Some of the many fully covered services include family law, elder law, traffic violations, real estate, identity theft, wills and estate planning, and more.

**ANNUAL LEAVE** - Accrues each pay cycle based on hours worked. 4.62 hours are earned per pay period if 40 hours worked per week or 80 hours worked per pay period. Accrual rate increases with length of service.

**SICK LEAVE** - Accrues each pay cycle based on hours worked. 3.69 hours are earned per pay period if 40 hours paid per week or 80 hours in a pay period. Sick leave may not be taken and is not available until posted each payday.

**BEREAVEMENT, CIVIL AND MILITARY LEAVE PROGRAMS** – See handbook for additional information.

**HOLIDAYS** – Same as University schedule, when possible. Typically 11 days per year with majority occurring between Christmas and New Years when University and Research Foundation are closed. Specific schedule published yearly.

**DEPENDENT CARE REIMBURSEMENT ACCOUNT**- Pre-tax deductions dependent care for children under 13. Mid-year election required annually during open enrollment.

**EDUCATION ASSISTANCE PROGRAM** – The program will pay for 1 course per semester, 4 credit hour maximum, offered by approved institutions of learning. Tuition is calculated at the Old Dominion University's in-state tuition rate, Assistance is based on the availability of funds. See website or handbook.

**DIRECT DEPOSIT** – Employees are encouraged to elect direct deposit rather than receive a paycheck by mail.

**ODU ID CARD** – Employees, with the exception of temporary employees, may be eligible to obtain an ODU ID.

**EMPLOYER PROVIDED REQUIRED BENEFITS** - UNEMPLOYMENT, WORKER'S COMP, FICA.