
**Vacation Days:** 20 days per year; maximum accrual of 46 days (368 hours)

**Sick Days:** 12 days per year - maximum accrual of 120 days (960 hours)

**Personal Days:** 5 days awarded in January for use during that calendar year. Pro-rated according to hire date:
- 5 days: January 1 – March 31
- 3 days: April 1 – June 30
- 2 days: July 1 – September 30
- 0 days: October 1 – December 31

**Longevity Days:** An additional vacation day awarded based on university service: 1 day after 5 years; 2 days after 10 years; 3 days after 20 years.

**Direct deposit** into checking, savings account, or credit union

**Choice of Two Mandatory Retirement Plans:**

**State Employee Retirement System:** Employee contributes 9% plus additional 2% on amounts over $30,000. Employee contributions may be withdrawn upon leaving state service, but some interest is paid only if service exceeds 5 years. Full interest is paid only if service exceeds 10 years. [SERS Guide](#)

**Optional Retirement Program:** Alternative to the State Employee Retirement System that provides flexible and portable pension benefits. It is a defined contribution plan that provides income based on the investment performance of your individual account balance which you decide how to invest. [ORP Guide](#)

**Health Insurance:** Choice of 8 plans based on where you live, deduction is pre-tax; 75% University paid; 25% employee paid. [GIC Benefit Guide](#)

**Long Term Disability Insurance:** Optional, employee paid. Coverage effective on hire date if hire date is first of the month. Otherwise, coverage effective first day of next month. **NOTE:** Late enrollees must provide proof of good health.

**Dental Insurance:** Optional. If not elected at time of hire, must wait until open enrollment period in October. [Dental Guide](#)

Coverage begins on the first day of the month following 60 calendar days of employment. $22.80/month for individual coverage or $45.60/month for family coverage.

**Voluntary Retirement Plans:**

**State Employees Deferred Compensation Plan:** Fully funded by the employee, except as authorized by the Trustees – state and federal tax deferred up to $23,000 if under age 50 and $30,500 if age 50 or older for calendar year 2024.

**Tuition Benefits** UMass, state universities and state community colleges in Massachusetts

**Dependent Care Assistance Program (DCAP):** Pre-tax deduction of $250 to $5,000 for childcare or other dependent care expenses. If not elected at time of hire, must wait until open enrollment (April) or with a “change in status”.

**Health Care Spending Account (HCSA):** Pre-tax deduction from $250 up to $3,200 for eligible health-related expenses. If not elected at time of hire, must wait until open enrollment (April) or experience a qualifying life event.

**Additional Benefits/Perks:**

**Sick Leave Bank** (Short-term plan-automatic enrollment)

**MetLife Legal Plan ($18.25/month)**

**Auto/Homeowners Insurance** – Group Discounts through Farmers, Liberty Mutual and Travelers

**Employee Discounts Page**

**HR Website**

**HR Benefits**