



## Benefits Overview for Non-benefited Employees

The University of Denver is proud to offer the following benefits to non-benefited employees. For detailed information about the University's benefits, please visit [www.du.edu/human-resources/benefits](http://www.du.edu/human-resources/benefits).

### **Family and Medical Leave Act (FMLA)**

Family and Medical Leave Act requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for at least one year and for 1,250 hours over the previous 12 months.

If you have any questions or need to take leave, please contact [Benefits@du.edu](mailto:Benefits@du.edu).

### **Retirement Savings Plan**

The University offers a retirement plan under section 403(b) through TIAA to enable employees to invest in their retirement via automatic payroll contributions. Contributions are made on a pre- or post-tax basis. Employees are 100% vested immediately.

Learn more about the retirement savings plan by visiting [www.tiaa.org/du](http://www.tiaa.org/du). Enroll by contacting TIAA at 800-842-2252.

### **Sick Leave**

Under the Healthy Families and Workplaces Act, employees accrue one hour of paid leave for every 30 hours worked up to a maximum of 48 hours per year. If an employer already provides an employee a minimum of 48 hours paid sick leave per year, no additional leave is required. Employees begin accruing leave as soon as their employment begins, and employers may not impose a waiting period before employees can use any leave accrued. Employees may carry over into a subsequent year up to 48 hours of accrued but unused sick leave.

Contact Shared Services Center at [sharedservices@du.edu](mailto:sharedservices@du.edu) for details on how to report paid sick leave or if you have any questions.