



**BENEFITS
OFFICE**

BENEFITS ELIGIBILITY FOR TEMPORARY EMPLOYEES

Retirement Savings

As a temporary employee, you can save for retirement by opening a 403(b) Supplemental Retirement Account with TIAA or Fidelity Investments, or both. The enrollment form is available on the Human Resources website, or you can contact the SSC Contact Center.

Medical Benefits

Certain temporary employees are also eligible for medical and prescription drug coverage as of January 1, 2016. You and your dependents may be eligible for medical benefits if any of the following apply to you:

- If you work in a full-time temporary position (30 or more hours each week) for three months or more and the position is not seasonal, you may be eligible as of the first month following certification by your department.
- If your hours vary but you work 30 or more hours per week on average over the course of a year, you may be eligible in the future.
- If you have more than one university job, and you work a total of 30 or more hours per week on average over the course of a year, you may be eligible in the future.

If you become eligible to enroll in medical benefits, the Benefits Office will let you know by email at your University of Michigan email address. Let your department or human resources representative know if you have questions about eligibility. For more information, visit hr.umich.edu/esr.

Paid Sick Time

As of March 29, 2019, certain temporary employees will be eligible for up to 40 hours of paid sick time per year under Michigan's Paid Medical Leave Act.

To be eligible for this benefit, you must have worked an average of at least 25 hours per week for the university during the previous calendar year. If eligible, you will receive a bank of up to 40 hours of paid sick time each January 1 or a pro-rated amount on your date of hire if your qualifying appointment starts later in the year.

Your bank of available hours will be displayed as "Pd Sick-MI" on your timesheet and paycheck. Use the code SPL-Sick Paid Leave when reporting paid sick time. For more information, visit hr.umich.edu/absence-from-work.

Questions?

Visit hr.umich.edu or call the SSC Contact Center at 5-2000 (option 1) from the Ann Arbor campus, (734) 615-2000 (option 1) locally, or (866) 647-7657 (option 1) toll free, Monday through Friday from 8 a.m. to 5 p.m.