NUHS Employee Handbook

2026-2027

Employee Handbook
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Employee Handbook Acknowledgement

This Handbook and any future revisions are designed to keep you up to date on NUHS' policies and practices.

By signing this document, I acknowledge that I have received and understand that it is my responsibility to become familiar with the policies, practices, and information contained within this handbook. I also understand that the University reserves the right to revise, eliminate, or otherwise change provisions of the Handbook at any time at its discretion.

_____
Print Name

_____
Signature Date

A Message to NUHS Employees

Welcome to National University of Health Sciences (NUHS)! The outstanding reputation of NUHS is achieved through the talented and dedicated individuals who have provided education and support to our students for more than 100 years. Our faculty members have advanced degrees in their fields and are committed to providing a first-rate educational program. Our staff members are known for their friendly and helpful service and their dedication to meeting the needs of the entire University community. Together, faculty and staff work together to maintain the success of the University as a leader in the complementary health care professions. In order to reach this goal, NUHS is committed to the development and maintenance of an educational and workplace environment that is drug, alcohol and smoke-free and intolerant of violence and harassment.

The Office of Human Resources supports the University in this educational mission through the recruitment and training of employees and the administration of employee benefit programs. The information contained in this handbook is intended as an overview of the policies and types of benefits for which employees of NUHS may be eligible. This handbook and all NUHS policies can be found on the NUHS website. If you are unable to find information, please do not hesitate to ask the Human Resources Department for assistance or paper copies of documents. For further information, please contact the Office of Human Resources at (630) 889-6878. NUHS reserves the right, without prior notice, to make changes at any time to the material contained in this handbook. If there are any discrepancies between this summary and the formal plan documents, the formal plan documents will govern.

NUHS Mission Statement

Because:

- We value students as unique individuals seeking quality health sciences education through our service and support;
- We value being progressive, knowledgeable, adaptable, original, and academically sound in our academic programs;
- We value the substantive quality of our curricula through emphasis upon academic excellence;
- We value progress achieved by the development of new knowledge and its importance to chiropractic medicine and other complementary healing arts and sciences;
- We value quality training and practice in the clinical skills of all relevant programs with particular emphasis upon the physician/patient relationship within the first professional programs;
- We value complementary and alternative care for its emphasis upon holism and use of the least invasive therapeutic procedures necessary for optimizing human health;
- We value collegiality and cooperation among all members of the University community, the related professions, other health care systems, and the community;

Therefore:

The mission of National University of Health Sciences is to provide and promote the necessary leadership, management and resources for the advancement of education, new knowledge, cultural awareness in healthcare education, outreach, and the ethical practice of the healing arts and sciences as taught within the programs of this university.

Using this Handbook

This handbook is intended for use by all NUHS employees. It is presented for informational purposes only. Many of the topics overviewed in this handbook (or Faculty Handbook) are also covered in greater detail in other policy documents. You should refer to these documents for specific information, as this handbook only briefly summarizes those benefits. The content of this handbook is not intended to create a contract or agreement between the University and you.

Your supervisor is your main contact person regarding NUHS policies and procedures. Please contact your supervisor or Human Resources if clarification is needed on a particular policy. Your progress on the job is one of your supervisor's most important concerns. Never hesitate to contact your supervisor regarding questions or to seek your supervisor's advice and guidance.

New Employee Orientation

To help you become familiar with your new position with NUHS, Human Resources offers a New Employee Orientation to provide essential information about the University and its employee benefits, policies, and procedures. Orientations are typically the morning of your first day of employment.

Title IX and Sex Discrimination and Title IX Training

NUHS is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, physical or mental disability, pregnancy, age, sex, sexual orientation, gender identity status, or ancestry. As required by Title IX and its implementing regulations, NUHS does not discriminate on the basis of sex, sexual orientation or gender identity status in its educational programs and activities. In addition, NUHS is committed to providing an environment free of sexual harassment and will not tolerate sexual harassment activity by any NUHS employee, student or third party (including individuals conducting business with NUHS). If you or someone you know has been the victim of sexual misconduct by a member of the NUHS community, you are encouraged to report such misconduct immediately. NUHS will act promptly and impartially to address claims of sexual misconduct and discrimination in order to remedy the potential effects.

All NUHS employees are required to participate in the mandatory Title IX video-based training when first hired, and annually as assigned by NUHS. This training helps you to understand NUHS' requirements under Title IX, and, most important, what's expected of you as a responsible employee with regard to: Trauma-Informed Response, Active Bystander Intervention, Sexual Harassment, and much more. This program will provide a clear understanding of how vitally important these issues are. Please refer to the Title IX and Sex Discrimination policy for additional information.

Equal Employment Opportunity

It is the policy of National University of Health Sciences (NUHS) to provide equal employment opportunity to all qualified individuals without regard to race, color, religion, sex, gender, sexual orientation including gender identity, age, national origin, citizenship status, genetic information, marital status, parental status, disability, status as a veteran, or any other status protected by state and/or federal law.

This commitment applies to recruitment, hiring, training, promotion, transfer, compensation, benefits, termination and all other aspects of employment. Each manager, supervisor, or other employee involved in personnel matters is charged with the responsibility, and is held accountable for, compliance with this policy in his/her area of responsibility. The Vice President for Administrative Services is specifically delegated the responsibility and authority for administering this policy.

Americans with Disabilities Act

NUHS does not discriminate in the interviewing, hiring, promotion, terms, or conditions of employment of individuals based on disability. The University provides reasonable accommodations to the disabilities of qualified applicants and employees. It is the responsibility of the person with a disability to make a timely accommodation request with the office of Human Resources.

Non-Discrimination and Anti-Harassment

National University of Health Sciences is committed to maintaining an environment that is free of discrimination and harassment. In keeping with this commitment, discrimination and/or harassment of University employees or students by anyone, including any supervisor, co-worker, vendor, client, patient, student, or any third party is prohibited. Please refer to the NUHS Non-Discrimination and Anti-Harassment Policy for additional information.

Violence in the Workplace

National University of Health Sciences (NUHS) strives to maintain a work environment free from intimidation, threats (direct or implied) or violent acts. Please refer to the NUHS Violence in the Workplace Policy for additional information.

Drug and Alcohol Abuse Prevention

NUHS is an institution committed to promoting the physical, intellectual, social, ethical, and spiritual development of all its members. The abuse of alcohol and the illicit use of other drugs can seriously threaten the health and safety of students, employees, their families, fellow students, and the general public. In addition to promoting health, safety and a positive learning and working environment, NUHS is committed to reducing and preventing alcohol and other drug-related problems among all members of the campus community. Please refer to the Drug and Alcohol Abuse Prevention policy for additional information.

Air Testing of Campus Buildings

NUHS has air tests conducted on NUHS owned property periodically. Employees may request to receive a copy of the air tests. Please contact Human Resources if you wish to receive a copy of the most current results.

OSHA Statement

NUHS is committed to providing all employees with a safe and healthy working environment that is free of recognizable hazards. Furthermore, it is the policy of NUHS to comply with all applicable state and federal codes and regulations including those stated by the Occupational Safety and Health Administration (OSHA). If you have questions about anything you feel is generating an unsafe work area. Please contact your supervisor or Human Resources.

Safety Manual

All employees of NUHS are to adhere to the guidelines of the NUHS Safety Manual. Please contact Human Resources for a copy of the document.

Smoking on University Premises

It is the intention of NUHS to provide a healthy, comfortable, safe, and productive work environment for all its employees, students, and visitors. Smoking is prohibited on all University property. This smoke free policy covers all areas within University owned or operated buildings and grounds including, but not limited to: elevators, private offices, general office space, lounges, lobbies, classrooms, hallways, restrooms, stairwells, library, student housing, and laboratories. This does not include private residences.

Repeated noncompliance may subject employees and students to disciplinary action. Violations should be reported to the Office of Human Resources. Please refer to the NUHS Smoking on University Premises Policy for additional information.

Employee Complaint

NUHS policies, rules, and procedures are designed to benefit both the employees and the University. Supervisors are responsible for applying and enforcing them fairly and consistently. Please refer to the NUHS Employee Complaint Policy for additional information.

Employee Performance and Discipline

Every organization has performance and rules of conduct to govern its activities. NUHS has traditionally subscribed for all employees fair and equitable treatment in all areas of their employment with the University. Each employee must know what behavior and standard of performance is required by the University, and what the person must do in order to perform their job. All employees must use judgment in governing personal actions while in the office or on University business. Supervisors and department heads are responsible for determining the degree of performance or discipline warranted for situations such as unsatisfactory job performance, tardiness, excessive absenteeism, or any other infraction of NUHS policy. Good performance on the job is essential for each employee's feeling of self-worth and contribution. The success of the University is dependent on each individual's contribution. Please refer to the NUHS Employee Performance and Discipline Policy for additional information.

Code of Business Conduct

It is the policy of NUHS that no employee accepts any unapproved cash, gifts, or reimbursement from any person or organization with whom the employee does business or is negotiating to do business on behalf of NUHS. NUHS recognizes and approves of a close working relationship between its employees and others, and it is expected that the relationship be built on integrity, respect, and mutual confidence. Please refer to the NUHS Code of Business Contact Policy for additional information.

Disclosure of Confidential Information

Every organization has performance and rules of conduct to govern its activities. NUHS has traditionally subscribed for all employees fair and equitable treatment in all areas of their employment with the University. Confidential information includes information concerning NUHS operations, activities, and business affairs, or its employees, students, vendors, and supplies which is not readily accessible to the general public, and any other information which is private to the University, and has not been released to the public and would not be in the best interest of the University if disclosed. Unauthorized disclosure of confidential information is prohibited. Please refer to the NUHS Disclosure Statement Policy for additional information.

Improper Use of University Funds and Property

Improper use of University funds and property includes, but is not limited to, forgery or alteration of University documents, misappropriation of student payments, or other University assets, and irregularity in handling or reporting of money transactions. Such actions can result in criminal and civil penalties to the University and its employees, as well as disciplinary action up to and including termination.

Fraud and Abuse Allegations

The University prohibits incidents whereby a patient, federal, state, or third party payor are misled, overcharged, incorrectly billed, duplicate billed, or otherwise inappropriately handled in regard to financial matters with the University. Employees who believe there is fraud or abuse taking place should contact Human Resources immediately. Infractions of the standard of conduct will result in immediate investigation and may lead to disciplinary actions up to and including termination.

Electronic Communications

Electronic communication is defined as the sending and receiving of information with someone inside or outside of NUHS through the use of electronic devices, other than telephones and facsimile machines. Examples include, but are not limited to, Microsoft Outlook, Internet, blogs, bulletin boards, etc. Electronic communication facilities are those devices and other tools made available to employees by NUHS for the purpose of facilitating electronic communications. The goal in providing these tools is to promote continuous education, facilitate business process, and increase business opportunities by facilitating resource sharing, innovation and communication. Please refer to the NUHS Electronic Communications Policy for additional information.

Conflict of Interest

It is the policy of NUHS that no employee (or member of the employee's immediate family) shall engage in activities with any related outside organization, which may result in the personal benefit at the expense of the University, or which may influence the employee's decisions involving the University. NUHS employees have a duty to act in the best interest of the University. Please refer to the NUHS Conflict of Interest Policy for additional information.

Whistleblower Policy

It is the policy of NUHS that all employees shall be free to report, without fear of retaliation, activity occurring in University operations that the reporting person believes in good faith to be illegal, dishonest, unethical, fraudulent, or not in compliance with University policy. Reported allegations will be treated confidentially to the greatest extent possible, and will be promptly investigated. The University provides various mechanisms to assist and encourage employees to come forward in good faith with reports or concerns about suspected compliance issues. Please refer to the NUHS Whistleblower Policy for additional information.

Moonlighting

It is the policy of NUHS that if an employee is forced by economic necessity to add to income by taking outside work, he/she should be allowed to do so. This is contingent upon the employee first meeting the demands of his/her position with NUHS. The outside position must in no way be detrimental to NUHS. The University's intent, therefore, is not to restrict outside employment unless it conflicts with the employee's responsibility to perform, or conflicts with the terms of the FMLA policy or Worker's Compensation legislation. Please see the NUHS Moonlighting Policy for additional information.

No Solicitation

The University prohibits the solicitation, distribution, and posting of materials on or at University property by any employee or non-employee, except as may be permitted by this policy. Please see NUHS No Solicitation Policy for additional information.

Personnel Records and Release of Employee Information

NUHS intends to protect the privacy of its present and former employees with a procedure that strictly limits the release of information to outside sources. Employee authorization must be obtained for any release of employee information. If employee authorization cannot be obtained, information given to third parties must be limited to present day employment status. Please refer to the NUHS Release of Employee Information for additional information.

Personnel Records and Employee Access

Employee files are maintained by the Human Resources department and are the property of the University and are considered confidential. Personnel files are to be reviewed in the Human Resources office and may not be taken out of the department. Representatives of government or law enforcement agencies, in the course of business, may be allowed access to file information. This decision will be made at the discretion of the Director of Human Resources and/or Vice President for Administrative Services in response to the request (legal subpoena, court order, etc). Please refer to the NUHS Personnel Records Policy for additional information

Employee Identification Card

Employees of NUHS are required to carry on their persons a laminated University Identification Card whenever they are on NUHS properties. Florida employees are required to where an NUHS and St. Petersburg College (SPC) identification card whenever they are on SPC properties. Please refer to the NUHS Employee Identification Policy for additional information.

Dress Code

Professionalism at an educational institution is reflected in significant measure by the appearance and manner of our faculty and staff. It is necessary to establish guidelines for maintaining and enhancing the University's image. Although there is no University-wide policy that outlines a dress code for most employees, some departments call for certain standards of dress for a particular work area. If you have questions about appropriate dress for a particular situation, please contact your supervisor. Please refer to the NUHS Dress Code Policy for additional information.

Internal Applicants for Open Positions

An employee may be considered for an open position in any department only after the employee has completed six months of service in their current position. The interested employee must submit a resume to Human Resources with information pertaining to their current position with NUHS. An employee's indication of interest in an opening should not affect their current position. NUHS employees who become final candidates for internal positions should notify their current manager of their status in the selection process. NUHS seeks to extend opportunities for advancement to all qualified NUHS employees.

Rehiring Employees

NUHS will credit the previous service of employees who leave employment and return to NUHS within one year of separation. This policy applies only to employees who have completed one year of full-time service prior to separation. Temporary and part-time service is not counted when determining whether one year of service has been completed. Please refer to the Rehiring Employees policy for additional information.

Employment of Relatives

When filling vacant staff and student positions, the University seeks to hire the most qualified candidates. Relatives of NUHS employees will be considered for employment on the basis of their qualifications. Relationships by family or marriage shall not provide advantage or disadvantage in employment.

Placements shall not be made where an employee is in a position to supervise or to influence a related person's rate of pay, promotion, or where an employee may be required to handle confidential information pertaining to a relative. Please refer to the NUHS Employment of Relatives Policy for additional information.

Classification of Employees

Full-time: An employee scheduled to work 40 or more hours per seven-day workweek on a continuing basis. These employees are eligible to participate in NUHS' benefit program as outlined in related policies and benefit plan documents, or required by law.

Part-time: An employee scheduled to work 20 but less than 40 hours per seven-day workweek on a continuing basis. Part-time employees are eligible for paid vacation days and holiday pay. In addition, part-time employees are entitled to enter the tax deferred annuity plan and participation may start after one month of employment. Part-time employees who work less than 20 hours will not be eligible for these benefits.

Temporary: An individual hired to work for a specific duration of time usually for a specific project. Temporary employees are not eligible for employee benefits.

Non-exempt: In accordance with the Fair Labor Standard Act, (FLSA) non-exempt employees are paid for every hour worked. Non-exempt employees are paid at a premium rate of one and one half times their regular rate for all hours worked in excess of 40 hours in a single workweek. For non-exempt employees, 40 hours per week is considered a full-time schedule. Scheduled hours may vary by location and position.

Exempt: Exempt employees are classified as bona fide executive, administrative, or professional per the Fair Labor Standards Act (FLSA). Exempt employees are paid a salary, and are not eligible to be paid for hours that are worked beyond their scheduled workweek. Exempt means exempt from the overtime pay requirements of the FLSA. The workweek for exempt employees varies in accordance with staffing needs and operational demands, but is not less than 40 hours per week unless specifically approved and scheduled as such.

Work Hours

General core business hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Individual schedules may vary according to University needs. Check with your supervisor for the schedule, since hours may vary among departments and location. Keep in mind that NUHS reserves the right to change your work hours or

work assignments as business needs necessitate. You are expected to be punctual, to be at work during the entire workday, and to keep absences to a minimum. You are responsible for reporting any unscheduled absence or tardiness to your supervisor prior to the beginning of your scheduled shift. Problems involving repeated tardiness or absence are grounds for corrective action up to and including discharge.

Attendance

Consistent employee attendance and punctuality are considered integral to the effective and efficient operation of NUHS. Poor, uncertain, or irregular attendance lowers overall productivity, disrupts the continuity of work and is often burdensome to other employees. Please refer to the NUHS Attendance Policy for additional information.

Overtime Pay

All administrative and professional employees who are "exempt" employees are excluded from the Overtime Provisions of the Fair Labor Standards Act. All non-exempt employees will be paid time and one-half for all hours worked in excess of 40 hours per week. Any questions regarding overtime status should be referred to an immediate supervisor or the Office of Human Resources.

Any employee of NUHS may be required to work overtime. Overtime will be paid for non-exempt employees. Any overtime scheduled must be at the supervisor's request and must have prior approval. Non-exempt employees are not to work overtime unless requested to do so by their supervisor.

Overtime is defined as one and one-half times regular rate of pay for all hours actually worked over 40 hours each workweek, Saturday through Friday. For overtime calculations, hours actually worked does not include vacation, holiday, or sick days or any other hours not physically worked.

Occasionally employees may be asked to alter their workweek by working more hours one day and then arriving at work later or leaving earlier on another day within the same workweek. The time off must be taken within the same workweek.

Time Reporting

Non-exempt employees must complete weekly timesheets to account for your time. Your supervisor is required to sign off on your timesheet. These records must be completed and returned to Payroll by Monday at noon.

Scheduled Absence Report

All employees are required to complete a Scheduled Absence Report if time is taken off. The report must be signed by both the employee and supervisor. The report should also indicate if arrangements have been made for the absent employee's responsibilities, and who will be performing the duties. Completed forms are to be distributed to Payroll as soon as possible. Copies of the report are to also be distributed to both the employee and supervisor.

Pay Periods

Employees are paid on a biweekly (every other Friday) basis. Non-exempt employees must submit weekly timesheets detailing time worked and/or time off by the deadlines established by the Payroll Office. If a payday falls on a bank holiday, employees will be paid the day before the holiday. All employees must

submit a Scheduled Absence Report form detailing any time off taken and return the completed report to the Payroll Office to ensure that time off is recorded appropriately.

Meal and Rest Periods

All employees who work 7.5 or more hours consecutively in one day are required to take a 30 minute unpaid lunch break. In addition, employees are entitled two 15 minute paid breaks. The two 15 minute paid breaks may be combined with the 30 minute lunch based on supervisor's approval. Part-time employees scheduled to work more than 4 hours and less than 7.5 hours in one day are entitled to a 15 minute paid break.

Additional Meal Break for Long Shifts

Employees who work more than 7.5 hours in a row will be entitled to an additional 20-minute meal break for every 4.5 hours worked.

Lunch and rest breaks need to be formally scheduled and determined by your supervisor.

Garnishments and Wage Assignments

When the University is served with a legal wage attachment upon wages due to an employee, the original garnishment or tax levy notice shall be accepted by the appropriate management representative. The employee shall be notified of the wage attachment received by the University. The University will deduct from your wages the amount demanded by court order under state law. The originals of all notices applicable to wage attachments and wage assignments referred to in this policy shall be filed in the Payroll department. Please refer to the Wage Attachments and Assignments policy for details.

Direct Deposit

Employees are encouraged to enroll for Direct Deposit of Payroll Checks. Employees would authorize NUHS through the Payroll Department to deposit your pay automatically to your checking or savings account. On payday, instead of a check, you receive a Pay Advice Statement, which serves as your notice of deposit and record of payment. Forms are available in Human Resources or the Payroll department if employees wish to enroll or to make changes

Paid Absences

Vacation

Eligible time may be taken throughout the year, subject to supervisor approval. It is recommended that employees give written notice for request for vacation time at least two weeks prior to the desired start date of vacation. Terminating employees may receive pay for any unused, accrued vacation time. Please refer to the Vacation Policy for more information.

Vacation Days for Staff

Vacation accruals begin after three months of continuous employment and may be used thereafter. No employee is entitled to vacation time in advance of earning it. Vacation time is earned on a pay period basis and credited to an employee's Vacation Bank at the end of each pay period. Vacation Time is not earned if an unpaid leave is taken or long-term disability benefits are being paid.

Full-time Staff (employee scheduled to work 40 hours or more per 7-day workweek exempt or non-exempt) vacation is earned as follows:

Length of Service	Vacation earned per pay period (full-time only)
0 years – 5 years	3.08 hours (approximately 2 weeks per year)
5 years to 10 years	4.62 hours (approximately 3 weeks per year)
10 or more years	6.16 hours (approximately 4 weeks per year)

Vacation is accrued at the start of employment, but must wait 90 days before after start date to utilize. The maximum time accrued in a Vacation Bank is 200 hours. Employees who accrue 200 hours will not accrue further Vacation Time until they take Vacation Time and their accrual is reduced to less than 200 hours. Once the balance drops to less than 200 hours, accrual begins again and continues at the regular rate.

Part-time Staff (employee scheduled to work 20 hours, but less than 40 hours per 7-day workweek) vacation is earned as follows:

Length of Service	Vacation earned per pay period (full-time only)
0 years – 5 years	2.00 hours (approximately 1.3 week per year)
5 years to 10 years	2.31 hours (approximately 1.5 weeks per year)
10 or more years	3.08 hours (approximately 2 weeks per year)

The maximum Vacation Time a part time employee may accrue is 100 hours. Part time employees who accrue 100 hours will not accrue further vacation time until they take vacation and their accrual is reduced to less than 100 hours. Once the balance drops to less than 100 hours, accrual begins again and continues at the regular part time rate.

Vacation Days for Faculty and Professional Administrators

Faculty and Professional Administrators receive four weeks of vacation on September 1 and do not accrue vacation time. Vacation time is not cumulative and must be used in the fiscal year received. An exception is that five days of vacation may be carried over into the next fiscal year but must be fully utilized within the first eight (8) weeks of the new fiscal year.

Employees in this category who start during the fiscal year shall receive vacation time prorated for the actual period worked. Temporary appointments, or part-time appointees, **do not qualify** for the benefit of vacation with pay.

Birthday Holiday

Full-time employees who have completed one full year of service are granted their birthday off with pay. If the employee's birthday falls on the weekend, the employee may take the previous Friday or the following Monday off. If the responsibilities preclude the employee from taking off on their birthday, the day may be scheduled for an alternative date with the approval of their supervisor. Upon separation of employment, the birthday holiday will not be paid out. The birthday holiday not used in the earned year cannot be accrued for later use. Part-time staff and faculty are not eligible for the birthday holiday.

University Holidays

National University of Health Sciences recognizes the following paid holidays per year for its benefits-eligible employees.

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The Day After Thanksgiving
- Winter Holiday
- Day after Winter Holiday

Holiday Pay

Please refer to the NUHS Payroll Administration policy for further details on holiday procedures.

Sick Days

Sick time will be credited to the employee's sick bank on the last day of the month. Employees who regularly work less than 40 hours per workweek are not eligible for paid sick leave. Please see chart below for accrual calculations:

Sick Time Accrual for Faculty:

0 to 2 years:	2.5 hours per pay period/8.125 days per year
2 years to 5 years:	3 hours per pay period/9.75 days per year
5 years & up:	3.7 hours per pay period/12 days per year

Sick Time Accrual for Staff:

0 to 6 months:	None
6 months to 2 years:	2 hours per pay period/6.5 days per year
2 years to 5 years:	3 hours per pay period/9.75 days per year
5 years to 10 years:	3.25 hours per pay period/10.5 days per year
10 years & up:	3.7 hours per pay period/12 days per year

Sick time is not earned if an unpaid leave is taken or long-term disability benefits are being paid. The maximum sick time an employee may accrue is 720 hours. Employees who accrue 720 hours will not accrue further sick time until they take sick time and their accrual is reduced to less than 720 hours.

Employees may take sick time for personal illness, a doctor or dental appointment that cannot be scheduled outside normal working hours, or for reasons covered under FMLA. An employee may also use sick time for absences due to an illness, injury, or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary. If an employee is absent due to illness for three or more consecutive days, a medical release from a health care provider may be required by the supervisor before the employee will be permitted to return to work. It is the supervisor's responsibility to notify the Office of Human Resources when an employee is absent due to illness for three or more days. Please refer to the NUHS Sick Days Policy for additional information.

Paid Leave for All Workers Act (Illinois Temporary Employees)

- Paid leave can be used for any purpose or reason in compliance with the Illinois Paid Leave for All Workers Act. Request for leave is submitted to an employee's supervisor.
- Eligible time may be taken throughout the year. For foreseeable leave, an employee is required to provide 7 calendar days' notice for the use of time off. If the leave is not foreseeable, an employee shall provide notice as soon as practicable.
- The minimum increment for use of paid leave is to not exceed 2 hours per day.
- Unused leave is not paid out upon a separation of employment. However, if an employee is rehired within 12 months of separation, any accrued and unused leave that the employee had at the time of separation shall be reinstated.

Temporary Part-time Staff (ex. Simulated Patients)

- Temporary Part-time Staff accrues .025 of paid leave for every hour worked each pay period.
- Accrued but unused paid leave carries over from one 12-month period to the next year.
- Temporary Part-time Staff are limited to carrying over no more than 80 hours into the next year.

Temporary Part-time Faculty

- Temporary Part-time Faculty will receive a prorated amount of paid leave based on the total contact hours of their trimester contract. The calculation is as follows:

  (Contact hours on trimester contract X 2.25) / 40

- Additional paid leave will be added before each trimester a temporary part-time contract is issued to an employee.
- Unused hours from prior trimesters will accumulate in the employee's bank.
- Paid leave not used before December 31st of each year will be forfeited.

Jury Duty

It is the policy of NUHS to provide a leave of absence for employees required to serve on jury or witness duty, to encourage and assist employees to perform their civic responsibilities. Please refer to the NUHS Jury Duty and Subpoenaed Witness Duty Policy for additional information.

Funeral Leave

NUHS allows time off with pay for attendance at funeral services for members of an employee's immediate family, to a maximum of three (3) days. Only full-time faculty and staff members are eligible. Please refer to the NUHS Funeral Leave Policy for additional information.

Military Leave

It is the policy of NUHS to provide a military leave of absence or short-term (reservist training) leave of absence for any employee who enters active military duty in the Armed Services Reserves or the National Guard. This policy follows the guidelines established in the Uniformed Services Employment and Reemployment Rights Act Publication dated February 2005 (USERRA). Please refer to the NUHS Military Leave of Absence for Employees Policy for additional information.

Family and Medical Leave Act (FMLA)

National University of Health Sciences (NUHS) recognizes that employees may need extended time off from work and intends to provide unpaid leaves of absence consistent with the law. This policy is not meant to provide greater or lesser rights than employees are accorded under the Family and Medical Leave Act (FMLA) and applicable state or local laws.

Employees who have been employed for at least 12 months and have worked at least 1250 hours of service during the 12 month period immediately preceding the start of the leave may be eligible for FMLA leave. The 12 months the employee must have been employed need not be consecutive. In determining whether an employee has 1250 hours of service, NUHS requires that Fair Labor Standard Act hours be applied. Exempt employees for whom no hours-worked records are kept and who have worked for the University for at least 12 months are presumed to have met the 1250 hours of service requirement for eligibility.

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Please refer to the NUHS Family and Medical Leave Act Policy for additional information.

Health and Welfare

A group insurance program is provided for employees and their families of National University of Health Sciences full-time employees. Enrollment in the benefits programs described in this section must be completed within 30 days of beginning full-time employment with National University of Health Sciences to be accepted without proof of liability. If the employee misses the 30-day deadline, or chooses to waive coverage, the employee will have to wait until NUHS' Annual Open Enrollment. While it is the intent of the University to continue to provide health coverage indefinitely to those eligible employees who elect this benefit, the University reserves the right to make any material modifications to the plan, to change the insurance carrier, or to change the level of benefits provided, or to terminate the coverage.

The medical, dental, and vision plans are a bundled package with NUHS. Employees are enrolled into medical, dental, and vision if electing into NUHS' Insurance Plan. Contributions are deducted on a pre-tax basis on each paycheck.

Medical

NUHS has entered into an agreement with Blue Cross/Blue Shield of Illinois to provide you with health care benefits. Eligibility begins the first day of the month immediately following the date of hire.

See Blue Cross Blue Shield of Illinois' Description of Coverage for details regarding each plan.

Dental and Vision

Please contact the office of Human Resources for benefit highlights.

Termination of Coverage

Medical, dental, and vision benefits will continue through the last day of the month in which you separate from NUHS. Upon termination from NUHS, employees have the right to continue some benefits through the Consolidated Omnibus Reconciliation Act (COBRA). Additional coverage continuation options may

be available. Information regarding continuation of benefits will be sent to your home address upon termination of employment.

Long-Term Disability

Long-term disability (LTD) insurance is designed to replace a portion of your income when you are disabled because of injury or illness. LTD benefits begin after you have been disabled for 90 days. Your primary monthly benefit is equal to 60% of your earnings before becoming disabled, but will not exceed $5,000. This benefit is provided by the University at no cost, and is effective the first day of the month immediately following the date of hire. Please refer to the Group Term Long-Term Disability summary for additional details.

Group Term Life Insurance

The University provides a group term life insurance policy that is equal to an employee's annualized gross base salary, to a maximum of $200,000 at no cost to the employees. There is a 35% reduction of coverage at age 65, and an additional 15% reduction at age 70. Additional benefits are paid under the AD&D policy. This benefit is provided by the University at no cost, and is effective the first day of the month immediately following the date of hire. Supplemental Life Insurance options also available. Please refer to the Group Term Life Insurance summary for additional details.

Whole Health Care from NUHS Clinics

At National, our physicians and other providers are trained to provide primary care for patients. Permanent Full and Part-time employees and their spouses and children who are age 21 and under are eligible. Temporary employees are not qualified for this benefit. Many clinical services are provided without cost to those who qualify, however the individual seeking care may incur certain costs at the time of service and should check in advance to learn of potential fees.

NUHS Nutritional Supplement Program

All permanent full-time (40 hours or more per week) and permanent part-time (20 hours per week or more) NUHS employees are eligible to receive a credit per fiscal year to be used in an NUHS clinic toward supplement purchases. Eligible employees must be employed a minimum of nine (9) months during the prior fiscal year to be eligible for the credit. Please contact Human Resources if you have questions regarding the program and eligibility.

Workers Compensation

Workers Compensation provides payment for lost work time and medical and hospital expense if an employee incurs an injury or develops an illness as a result of his/her employment. Worker's compensation also provides disability benefits and benefits to dependents in the case of death. Employees may be treated for injury in NUHS clinics if he/she elects to do so. Please refer to the NUHS Worker's Compensation Policy for additional information.

Retirement and Savings Plans

Defined Contribution Summary Plan (Matched Plan)

The Defined Contribution Summary Plan is a money-purchase plan whereby both you and NUHS contribute toward your retirement. The plan requires an employee contribution of 4% of your gross salary

amount to receive University matching funds. Currently the University will match with a 2% contribution of your gross salary amount. This deduction is taken on a pre-tax basis. Please refer to the Summary Plan Description for additional information.

Flexible Benefit Plan

An employee is eligible for this plan after one year of full-time service. The Flexible Benefit Plan offers the opportunity to lower your federal and state income taxes, which results in more spendable take-home pay. The plan allows you to set aside money, on a pre-tax basis to pay for non-reimbursable health costs and dependent care costs. It also allows your contribution for health insurance to be paid on a pre-tax basis. The plan permits you to apply a portion of your compensation toward any of the following benefits:

1. Unreimbursed health, dental and vision care expenses for treatment of yourself, your legally married spouse, your unmarried dependent children, and any dependent parents who are permanently living with you.
2. Dependent care expenses for child care or care for disabled and incapacitated family members living with you, so as to enable you to leave the home and work.
3. Your share of the premiums for coverage under your employer's group health and dental Plan.

You may elect to apply up to $3,300 for medical and $5,000 for dependent care ($2,500 for married participants filing separate income tax returns) of your compensation toward the benefits described in Items 1 and 2 above in any plan year. No less than $200 per plan year may be redirected from compensation toward benefits under the plan.

Tuition Waiver for NUHS Employees and Family Members

Employees of NUHS and and/or its successor institutions, and their spouses and children may be entitled to tuition remission for education programs offered by the University. In order to qualify, an individual must meet all standards for admissions and be accepted to the program through normal admissions procedures.

Please refer to the NUHS Tuition Waiver for NUHS Employees and Family Members Policy for additional details.

Separation of Employment (Staff)

At-Will Employment

Although it is anticipated that employment with the University will be mutually rewarding and satisfactory, it is recognized that employees have the right to terminate the employment relationship when they so desire. National University of Health Sciences reserves a similar right.

Resignation

Employees are a valued asset of National University of Health Sciences, therefore, before considering a resignation, employees are strongly advised to speak with their immediate supervisor. However, should you decide to leave, your last day worked is the last day paid. An employee who leaves the employment of NUHS is entitled to be paid for any unused and accrued vacation time.

The University asks for two weeks' notice of an employee's resignation, the return of University property, including NUHS ID, keys, credit cards, electronic equipment, parking permit, the employee's final timecard, satisfaction of any outstanding financial obligation to the University, and an exit interview prior to the employee's departure.

Exit Interview

When employees leave NUHS they are asked to meet with the Office of Human Resources for an exit interview. The purpose of the exit interview is to elicit the reasons for departure and to give the employee the opportunity to let the University know what was liked about the University and what could be improved. Important information on continuing insurance benefits, if applicable, will be mailed to the employee's home.

State of Illinois
Illinois Department of Labor

PAID LEAVE FOR ALL WORKERS ACT NOTICE

Employers must provide employees with up to 40 hours of paid leave for any reason.

Paid Leave

- **Workers:** Earn up to five (5) days per year of paid leave from work.
- **Use:** Workers can use paid leave for any reason of their choosing. Employers cannot require workers to provide a reason for their time off request. Employers may not require, as a condition of taking leave, that the employee search for a replacement worker.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work.
- **Carryover:** Workers rollover all unused paid leave at the end of the year.
- **Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.

Penalties

Workers may recover the amount they should have been paid for the leave, penalties, and other equitable relief.

Filing a Complaint

A worker may file a complaint with the Illinois Department of Labor alleging a violation of this Act by filling out a complaint form at **labor.illinois.gov/paidleave**.

Existing Policy and Exclusions

Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.

See QR code for more information on how to file a complaint and applicable exceptions to the law.

For a complete text of the laws, visit our website at:
www.labor.illinois.gov

For more information or to file a Complaint, contact us at:
DOL.PaidLeave@illinois.gov

EMPLOYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

WHD

WH1420 REV 04/16

IDHR

State of Illinois
Department of Human Rights

PREGNANCY and your RIGHTS in the WORKPLACE

Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?

If so, you have the right to:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an unsolicited accommodation offered by your employer for your pregnancy.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Your employer cannot:

- Discriminate against you because of your pregnancy.
- Retaliate against you because you requested a reasonable accommodation.

PREGNANCY and your RIGHTS in the WORKPLACE

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet from our website at www.illinois.gov/dhr

Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: www.illinois.gov/dhr

ILLINOIS DEPARTMENT OF
Human Rights

For immediate help or if you have questions regarding your rights.
Call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

CHICAGO OFFICE
100 West Randolph Street,
10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200

SPRINGFIELD OFFICE
222 South College St.,
Room 101-A
Intake Unit
Springfield, IL 62704
(217) 785-5100

The charge process may be initiated by completing the form at:
http://www.illinois.gov/dhr

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