

Employee Benefits





Today You Will Learn...

- What is FMLA
- Sick time, short term and long term disability—how do they impact me?
- Worker's Compensation – what is my role?
- Tuition Remission and Tuition Reimbursement
- Flexible Work Arrangements
- Employee Assistance Program – What, How and Why
- What acknowledgements Babson offers and going away parties



FMLA – Family Medical Leave Act

- FMLA guarantees employees up to twelve weeks of leave during any twelve-month period for any of the following reasons:
 - To care for your child within one year of birth, adoption, or the initiation of foster care
 - To care for your child, spouse, or parent with a serious health condition
 - Your own serious health condition
- Eligibility
 - Employed by Babson for 12 months
 - Worked a minimum of 1,250 hours during the preceding twelve month period
- Paid leave vs. unpaid leave
- Your role as manager



Sick Time

- Unlimited sick time for FT employees
- Pro-rated sick time for PT employees
- Out for 5 days – doctor's note required
- First 10 days charged as sick time
- After 10 days, time charged to short term disability



Short Term and Long Term Disability

- Babson is self-insured for short term disability
- Benefit continues for 180 days
- Long term disability application process
- What next?



Worker's Compensation

- What to do when an employee is injured while on the job
- Reporting requirements
- Benefits



Tuition

- Reimbursement
 - Classes taken outside of Babson
 - Limits
 - Requirements
 - Tuition reimbursement vs. employee development
- Remission
 - Classes taken at Babson
 - Benefit schedule
 - Guidelines



Flexible Work Arrangements

- Flexible work arrangements (FWA) are an important part of differentiating Babson's work environment
- They are strategic tools that enable our staff to balance their personal and professional commitments while enhancing service delivery
- Guidelines and process to apply



FWA Guiding Principles

- Recognize the importance of people
- Utilize as service delivery tools
- Shared responsibility
- Flexible work arrangements are not entitlements
- Equity means fairness not sameness
- Use collaborative decision making
- Make business-based not reason-based decisions
- Performance is relevant
- Focus on results
- Fit the solution to the problem



Employee Assistance Program

- The Wellness Corporation
- What can the EAP do for me and my staff
 - Short Term Counseling
 - Budget and Debt Counseling
 - New Parent Transition Program
 - Legal Services
 - Wellness & Work/Life
- How do I access the plan
 - Call 800-828-6025
 - www.WellnessWorkLife.com
 - Contact Human Resources



Other Benefits

- What acknowledgements Babson offers
- Going away parties
- Perks @ Work



??? Questions ???

