



HARVARD HUMAN RESOURCES

SERVICE-RELATED BENEFITS FOR ADMINISTRATIVE/PROFESSIONAL AND NON-UNION¹, BENEFITS-ELIGIBLE STAFF

Enhanced Support for Lifelong Learning and Wellness

Beginning at 15 years of benefits-eligible service (in PeopleSoft at Self Service>Benefits>Service Summary)

1. A staff member may take one free Harvard course and one Harvard course at a substantially reduced rate each semester at the Extension School and at other participating Harvard schools and programs under the Tuition Assistance Program (TAP). More information at: <http://hr.harvard.edu/tuition-assistance>
2. Free access to **Harvard athletic facilities** is provided. Your ID card is automatically activated for free access to the Malkin Athletic Center (MAC), Blodgett Pool and Hemenway Gym every year. Free towel service is also included. Some recreation classes may require additional fees. More information at: <http://recreation.gocrimson.com/recreation/membership/faculty>.
3. Harvard provides **Longer Service Bonus Vacation Days** to eligible staff for the purpose of professional and personal renewal at mid-career and for transition/next phase planning for those approaching retirement. These days must be taken within 5 years of award or they expire; however, if you retire or terminate prior to using these days, you may receive pay in lieu of this time.

Years of Benefits Eligible Service	Longer Service Bonus Vacation Days
15 Years	5 days
20 Years	10 days
25 Years	20 days
30 Years	25 days
35 years	30 days
40 years	35 days
45 years	40 days
50 years	45 days

Other Service-Related Benefits Enhancements

- At 3 years Eligible employees are fully vested in one of Harvard's retirement plans
- At 5 years Maximum vacation accrual increases from 30 to 40 days for Admin/Professional Staff
- At 7 years Short-term disability and paid parental leaves increase from 75% to 100% of pay

Eligibility for retirement and post-retirement health benefits is based on your age and years of service and depends on when you began working for the University and your employee group. More information is available [here](#).

¹ Represented staff members will find additional information about longer-service benefits and paid time off in their collective bargaining agreements and union personnel manual (if applicable) at: <http://hr.harvard.edu/union-contracts>.