
Additional Benefits Provided for You

Paid Time Off (PTO)

Full-time professional staff receive 15 vacation days per year (20 days after 10 years of service) and one personal day (two days after 10 years of service). Full-time professionals also receive 12 days for sick leave per year, at the accrual rate of one day per month. An additional bonus leave of one month is awarded after 20 years of service.

This time may be used for purposes such as:

- Vacations
- Personal or family illness
- Personal appointments that must be scheduled during working hours
- Home emergencies
- Your inability to get to work during inclement weather
- Attendance at funerals not including bereavement leave
- Observance of religious holidays
- Community involvement and volunteer work
- School-related activities with your child(ren)

While personal days expire at the end of the year if unused, vacation accruals can be “carried over” from year to year, up to a maximum accrual total of twice your annual vacation accrual level. Should any vacation accruals remain at the time of employment termination, you will be provided a lump-sum payment for these days at your last salary rate.

Holidays

In addition to PTO, Teachers College observes the following paid holidays.

- New Year’s Day
- Martin Luther King Jr. Day
- The Friday of the Academic Spring Holiday
- Memorial Day
- July 4
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day
- Week between Christmas Day and New Year’s Day

Tuition Exemption

Full-time appointed professional and instructional employees are eligible to receive tuition exemption up to a maximum of 12 credits per fiscal year at Teachers College or nine credits per year if enrolled in a degree program at Columbia University. These credits may not be carried over into a new fiscal year. Employees are eligible to use tuition exemption at the beginning of the term following the completion of the required three-month waiting period. Spouses and same-sex domestic partners (by affidavit) of full-time faculty receive unlimited tuition at Teachers College. Spouses and same-sex domestic partners of full-time instructional

and professional employees may receive the unused portion of the employees’ tuition at Teachers College. Spouses and eligible partners of employees have a six-month waiting period.

Annual Tuition Assistance for Dependent Children

Teachers College: Full tuition in a degree program at TC. There is a three year waiting period to be eligible for the benefit.

Undergraduate School: Teachers College will pay up to a maximum of 35% of Columbia College’s tuition toward the annual tuition (exclusive of fees) for children enrolled in a degree-granting program at undergraduate colleges and universities. This includes undergraduate schools of Columbia University/Barnard, and non-Columbia undergraduate colleges and universities. The college will pay the equivalent of eight semesters of full-time study in an undergraduate degree program. Tuition assistance may also be available in situations when the specific undergraduate program requires additional coursework beyond the eight semesters of full-time study. There is a three-year waiting period to be eligible for the benefit.

Secondary Schools: Children of full-time faculty and professional staff residing in Manhattan are eligible to receive \$700 per year for private secondary schools (grades 7-12). There is a three-year waiting period to be eligible for the benefit.

Complete information regarding the tuition policy is available in Human Resources. All benefits are subject to modification by trustee action and government regulations.

Employee Assistance Program (EAP)

The EAP is administered by Horizon Health, a private firm specializing in employee assistance programs. The EAP provides professional assistance to you, your spouse, children, immediate family or life partner to resolve personal and family problems on a confidential basis. Any help you receive from the EAP is completely confidential and is not shared with Teachers College.

If you need assistance, you can call and speak to an EAP counselor. Counselors are available 24 hours a day, including holidays. The toll-free phone number to call is: **1-888-293-6948** or you may log on to www.horizoneap.com. Logon ID: standard-ny, Password: eap4u.