The following summary is designed to familiarize you with benefits available through the College of William and Mary for Hourly and Adjunct Faculty employees. It is not intended to be a complete description of the plans or programs.

**COMMONHEALTH**

CommonHealth, the College's wellness program, is available to all staff and dependents. To access further information, please visit [http://commonhealth.virginia.gov/](http://commonhealth.virginia.gov/).

**LEAVE**

You will be eligible for Paid Time Off (PTO) after completing one year of continuous hourly service and having worked 1,000 hours within the relevant leave year. (PTO) is awarded to eligible employees on the basis of a Leave Year, which begins on January 16th of one year and ends on January 15th of the following year. Unused PTO balances may be carried over from one year to the next up to the designated limits specified in the PTO chart below.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>PTO Hours Awarded</th>
<th>Maximum Carry Over</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 5 Years</td>
<td>48 hours</td>
<td>48 hours</td>
</tr>
<tr>
<td>5 – 9 Years</td>
<td>60 hours</td>
<td>60 hours</td>
</tr>
<tr>
<td>10 – 14 Years</td>
<td>72 hours</td>
<td>72 hours</td>
</tr>
<tr>
<td>15 – 19 Years</td>
<td>84 hours</td>
<td>84 hours</td>
</tr>
<tr>
<td>20 – 24 Years</td>
<td>96 hours</td>
<td>96 hours</td>
</tr>
<tr>
<td>More than 25 Years</td>
<td>108 hours</td>
<td>108 hours</td>
</tr>
</tbody>
</table>

**HOLIDAY**

You will be eligible for the following holidays: New Years Day, Memorial Day, Independence Day (July 4), Thanksgiving Day, and Christmas Day, after completing one year of continuous hourly service and having worked 1,000 hours within the relevant leave year.
**TAX SHELTER ANNUITY PROGRAMS (403b)**

The College offers 403(b) Supplemental Retirement Savings Accounts with TIAA CREF and/or Fidelity Investments. If you desire a supplemental retirement plan, you may starting in January 2019, contribute up to $19,000 ($25,000 if age 50+) of your annual salary to one or both of these 403(b) plans. The portion of your salary that you elect to contribute is not taxed until you withdraw it. To set up a 403b plan and/or change deductions, employees do so by going online to the Retirement At Work website found at: [https://www.wm.edu/offices/hr/retirement_at_work/index.php](https://www.wm.edu/offices/hr/retirement_at_work/index.php).

New hires must wait until after their first pay to enroll. To access further information, please visit [https://www.wm.edu/offices/hr/benefits-all/retirement-financial/tsp/index.php](https://www.wm.edu/offices/hr/benefits-all/retirement-financial/tsp/index.php).

**DEFERRED COMPENSATION**

The Commonwealth of Virginia also offers Deferred Compensation supplemental retirement plan. This plan offers you the opportunity to contribute starting in January 2019, up to $19,000 ($25,000 if age 50+) of your annual salary. The contributions are made on a pre-tax basis. If interested in enrolling, you must complete the Wage Participant Enrollment form found online at: [https://www.icmarc.org/prebuilt/apps/downloadDoc.asp](https://www.icmarc.org/prebuilt/apps/downloadDoc.asp) and fax the completed form to the number provided on the form or mail to the address indicated on the form.

**DISCOUNTS**

William and Mary ID cards can be used at participating local vendors in the Williamsburg area to receive discounts on meals, lodging and purchases. To access further information, please visit [http://www.wm.edu/offices/hr/benefits-all/other/index.php](http://www.wm.edu/offices/hr/benefits-all/other/index.php).

**VIRGINA COLLEGE SAVINGS PLAN**

You can save for college expenses for yourself or for someone else with one of the college savings plan. The plans offer ways to save for tuition, room and board, textbooks, and other fees. To access further information, please visit [www.virginia529.com](http://www.virginia529.com).

**WORKERS’ COMPENSATION**

Employees are eligible to apply for benefits under the Virginia Workers’ Compensation Act for an injury and/or illness which is incurred in the course of official work-related duties. All claims are processed by an insurance carrier through the Department of Human Resource Management. Benefits generally include payment of medical expenses and time lost from work. To access further information, please visit our website under [www.wm.edu](http://www.wm.edu) under Human Resources/Forms/Worker’s Compensation or click the following link: [https://www.wm.edu/offices/hr/documents/forms/workers_comp_form.pdf](https://www.wm.edu/offices/hr/documents/forms/workers_comp_form.pdf).

**SUNTRUST AT WORK**

The SunTrust at Work Employee Benefit gives you access to exclusive account packages that are only available through your employer and provides benefits that are focused on fostering your overall financial well-being. Experience the best that SunTrust has to offer by taking advantage of money-saving discounts on loans and mortgages, identity theft protection, additional ways to waive monthly maintenance fees, financial guidance
provided at your convenience, and more! To find out more information, please visit www.suntrust.com/suntrustatwork. For questions and/or personalized assistance with opening your account, please contact your local Jamestown Road SunTrust Branch (1186 Jamestown Road, Williamsburg, VA 23185) at (757) 603-4749.