

## Service Accruals Quick Reference

### Purpose of Document

This document provides an overview of the business rules and time periods (service counters) for accruing **Benefit Services**. If you have more questions, contact Benefit Services Group at: (617) 496-4001.

## BENEFIT SERVICES

### Benefit-Eligible Service

<b>Use(s)</b>	<b>Used as <i>one of the criteria</i> to determine:</b> <ul style="list-style-type: none"><li>➤ Eligibility for TAP</li><li>➤ Vacation accrual rates, maximum balances, and longer service bonus days (Benefit-Eligible Service does not, however, determine eligibility for PTO)</li><li>➤ STD and LTD level of coverage</li><li>➤ Eligibility for certain leaves of absence</li><li>➤ Severance benefits</li><li>➤ HUCTW salary increase</li><li>➤ Eligibility for the 15-year recognition program</li></ul>
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**Accrual Calculation** An employee gains one month (one month of service is equal to .08333 years of service) of Benefit-Eligible Service if, on the last calendar day of the month:

**Accrual Rule(s)**

- The employee's benefit primary job status is "active" (i.e. not terminated, retired, or deceased); and
- The employee's benefit primary job is in the employee class of Senior Faculty, Junior Faculty, Other Faculty, Admin & Professional, Support Staff, Service & Trade Hourly, Part Time Service & Trade, or Internal Post Docs (F, J, O, A, S, U, L, Z, Y); and
- The employee's benefit primary job is not in the unpaid paygroup of "NPD"; and
- The employee's benefit primary job is not in a LHT job code

### Longer Service

**Use(s)** **Used as *one of the criteria* to determine:**

- Eligibility for the 25-year recognition program

**Accrual Calculation** An employee gains one month (one month of service is equal to .08333 years of service) of Longer Service if, on the last calendar day of the month:

**Accrual Rule(s)**

- The employee's benefit primary job status is "active" (i.e. not terminated, retired, or deceased).
- The employee's benefit primary job is not in the employee class of Harvard Graduate Fellowship (H).

### Break in Service Rules

- Employees never lose service, no matter how much service they had at termination or how long they were away.
- Service stops accruing when an employee goes on Unpaid LOA. Service is reinstated upon return from LOA as long as the reason code of RFL or UNP is used.