Welcome to the George Washington University! As a GW employee, you are eligible for a myriad of benefits and perks offered by the university, which are outlined in this document. Also available to you are additional resources, including a New Employee Summary, Benefits Guide and New Employee webpage, all of which may be accessed on the GW Benefits website at benefits.gwu.edu. If you have any additional questions regarding your benefits, please contact GW Benefits at (571) 553-8382 or benefits@gwu.edu.
Easy Access to Benefits Information

GW employees may receive updates, reminders and benefits information through the following resources:

- Website - benefits.gwu.edu
- Twitter - @gw_benefits
- Blog (GWell) - blogs.gwu.edu/gwbenefits

For additional assistance regarding the university’s health and welfare benefits, you may contact GW Benefits at (571) 552-8382 or benefits@gwu.edu.

Time Off

### Annual Leave - Staff

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Days (Nonexempt)*</th>
<th>Annual Days (Exempt)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 2</td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>3 - 4</td>
<td>15</td>
<td>18</td>
</tr>
<tr>
<td>5 - 15</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>16+</td>
<td>24</td>
<td>24</td>
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</tbody>
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*Part-time accrual based on percentage of effort.

### Sick Leave - Staff

GW offers paid sick time for absences due to illness, medical treatment or care of a loved one. Regular full-time staff employees accrue sick time at a rate of eight hours per month (part-time accrual is based on percentage of effort).

### Paid Holidays

GW employees receive 14 paid holidays per year.

### Miscellaneous

GW offers employees paid time off for bereavement and jury duty. Full-time staff and residents may also receive staff paid parental leave* after two years of benefits eligible service.

*Part-time staff and full- or part-time faculty are not eligible for staff paid parental leave. Certain faculty may be eligible for paid childcare leave under the faculty code.

**Note to residents and faculty:** Please refer to the applicable manual/handbook for additional paid time off details.

Legal

### Legal Resources

GW offers a group legal program through Legal Resources, which provides access to a nationwide network of highly qualified legal firms comprising over 11,000 professional attorneys. Legal matters covered at 100% include traffic violations; will preparation, review and updates; real estate; civil actions as plaintiff or defendant in District Court; landlord and tenant issues; uncontested domestic adoptions and more.

### Wellbeing Hotline - GW’s Employee Assistance Program (EAP)

Provides 24/7 assistance ranging from life event planning to personal counseling.

### Health Advocate - assists with resolving healthcare and insurance issues, comparing and clarifying plan offerings

### Child and Elder Care - GW’s Backup Family Care program provides up to five days per year of discounted backup care for children, adults and elders. You also receive discounted tuition rates and preferred access at select childcare centers.

Support

### Wellness

- **Quit For Life** - smoking cessation program for eligible employees and dependents.
- **Healthy Pregnancy Program through UnitedHealthcare (UHC)** - provides 24/7 support from experienced nurses, educational materials, individual consultation, financial incentives and more
- **Capital Bikeshare** - discounted $25 annual membership
- **Fitness Discounts** - free group exercise classes, discounted gym memberships

### Transportation

- **Metro**
  - With the SmartBenefits program, you may set aside funds through pre-tax payroll deductions to cover work-related expenses on public transportation (Metrorail and Metrobus) as well as Metro parking.
- **Parking**
  - You may set aside funds through pre-tax payroll deductions to cover off-campus and occasional on-campus parking expenses.

### Discounts

GW collaborates with vendors to provide university employees with discounted rates on a variety of products and services, such as car rentals, Castlight healthcare transparency tool, dining, Group Home and Auto insurance (through Liberty Mutual), hotels and lodging, personal mobile device plans, shuttles, travel, Verizon Fios and more.

### Educational Seminars

GW employees have access to an array of health and financial seminars conducted online and in-person throughout the year. The annual Open Enrollment fairs in October allow you to speak directly with GW’s benefit plan providers as well as receive assistance with the enrollment process; as an added perk, flu shots are administered on-site at no cost to faculty and staff.

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