This is a summary of important pay and benefit information resulting from a change in position classification from exempt to non-exempt.

**Pay**

- Exempt employees are paid an annualized salary and are exempt from overtime pay in accordance with the Fair Labor Standards Act.

**Pay Frequency**

- Exempt employees are paid semi-monthly. Payments are deposited on the 15th day and the last day of each month.
- In the event a regularly scheduled payday falls on a weekend or holiday, checks are issued on the last work day before the regularly scheduled payday. Additional information on various University pay cycles may be obtained from Payroll Services at 574-631-7575 or by visiting the Payroll website at http://controller.nd.edu.

**Retirement Plan**

- Exempt employees participate in the University of Notre Dame 403(b) Retirement Plan upon meeting the eligibility requirement. Employees are required to contribute 5% of their base salary through payroll deduction. The University contributes 10% of base salary.
- Pension Plan benefits are frozen/suspended. If the employee is not already vested, future years of service will count towards vesting for the pension plan.

For additional information on the University of Notre Dame 403(b) Retirement Plan, please refer to the 403(b) Retirement Plan Policy located at http://hr.nd.edu/benefits/retirement-savings/defined-contribution-plan-for-faculty-and-administrators-ndfa.

**Vacation**

- Vacation time will accrue based on the chart below. Any earned vacation time will remain and employees will be eligible to use this vacation time as scheduled with their supervisor.
- Vacation time should be submitted using the Exempt Staff Vacation Report, and will be deducted from the accrued vacation bank in one-half day or full-day increments.

For additional information on vacation, please refer to the Vacation – Exempt Staff Policy located at: http://hr.nd.edu/nd-faculty-staff/forms-policies/vacation---administrators/.

<table>
<thead>
<tr>
<th>Length of Service Levels</th>
<th>All EIC &amp; M1 – M2 Annual Accrual</th>
<th>Accrual Rate per Pay Period (hours)</th>
<th>M3 – M5 Annual</th>
<th>Accrual Rate per Pay Period (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon Hire</td>
<td>Two (2) weeks</td>
<td>3.34</td>
<td>Three (3) weeks</td>
<td>5.00</td>
</tr>
<tr>
<td>Two (2) years</td>
<td>Three (3) weeks</td>
<td>5.00</td>
<td>Four (4) weeks</td>
<td>6.67</td>
</tr>
<tr>
<td>Ten (10) years</td>
<td>Four (4) weeks</td>
<td>6.67</td>
<td>Five (5) weeks</td>
<td>8.34</td>
</tr>
<tr>
<td>Twenty (20) years</td>
<td>Five (5) weeks</td>
<td>8.34</td>
<td>Six (6) weeks</td>
<td>10.00</td>
</tr>
</tbody>
</table>
Salary Continuation

- The University offers salary continuation to provide continued income when an exempt employee’s personal illness necessitates absence from work. Full-time exempt employees are eligible to receive their full base pay for up to a maximum of six months over a rolling 12-month period.
- A record of exempt staff absences is maintained in individual departments.

For additional information on salary continuation, please refer to the Salary Continuation – Exempt Staff Policy located at: http://hr.nd.edu/nd-faculty-staff/forms-policies/sick-leave-salary-continuation-administrators/.