

## FREQUENTLY ASKED QUESTIONS

### **403(b), 401(a) – Callahan *only*, Insurance Premiums, Extra Holidays, Benefit Time**

#### **When will the 403(b)/401(a) employer contributions be reinstated?**

The full employer portion of the 403(b) and 401(a) plans will be reinstated in October: October 16 paycheck for biweekly employees and October 30 paycheck for monthly employees.

#### **Is reinstatement of the 403(b)/401(a) employer contributions retroactive?**

No. The employer contributions to the 403(b) and 401(a) will resume in October and will not be retroactive.

#### **Do I have to take any action to reinstate the 403(b)/401(a) employer contribution?**

No. Employer contributions for eligible employees will be reinstated automatically; therefore, no action is required.

#### **I voluntarily stopped or reduced my employee contribution. What do I need to do to make sure my voluntary retirement contribution is reinstated?**

Voluntary employee retirement contributions were not impacted unless participants chose to adjust them or cancel. Adjustments to current voluntary contributions can be made by logging into your participant account at [TIAA.org](https://www.tiaa.org).

#### **How can I change my voluntary retirement contribution?**

Adjustments to current voluntary contributions can be made by logging into your participant account at [TIAA.org](https://www.tiaa.org).

#### **When will I get more information on health insurance plans?**

Look for more details in the eReporter and the ONE website about open enrollment for 2021. Open enrollment will begin at 7 a.m. on October 23 and end at 5 p.m. on November 9.

#### **Are employees receiving additional holidays in 2020?**

Yes. UAB and UAB Medicine are adding December 24 and December 31 as extra holidays in 2020. Departments that normally close for designated holidays will close on these dates. Employees who accrue holidays/PTO will have 16 hours added to their time off banks. If you must work on these dates, work with your supervisor to discuss other arrangements to utilize the extra days.

#### **If I work remotely, will I still get the 2 extra holidays?**

Yes. Employees working remotely will be eligible to receive the 2 extra holidays.

#### **I haven't been able to take planned time off in 2020 due to COVID-19. What will happen to my benefit time at the end of 2020?**

In normal times, there are limits on the amount of benefit time employees can carry over each calendar year. Because the pandemic has made it difficult for many employees to take time off during 2020 and caused many to cancel vacations, we are making temporary changes to these limits. See below for the details on how this affects each entity.

- **Vacation Time (UAB and UAHSF):** Employees of UAB and UAHSF accrue vacation time each pay period. Normally, each December 31, employees can carry over 2 times their annual vacation accrual into the next calendar year. Hours in excess of this amount normally roll into sick time. In response to the unusual circumstances this year, the following will apply:
  - UAB and UAHSF will allow employees to carry over up to 3 times their annual accrual into 2021 and 2022. This will give employees two years to use vacation time with the higher carry-over.
  - On December 31, 2022, the limit will revert to 2 times the annual accrual, and any excess vacation will roll into sick time.
  - The chart below outlines the current and revised carry-over amounts for vacation time for full-time employees. Part-time employee accruals are prorated based on FTE.

Payroll Group	Years of Service	Full-Time Annual Accrual	Current Max Carry-over (2x Annual Accrual)	Revised Max Carry-over (3x Annual Accrual)
Bi-weekly	1 – 10 years	12 days	24 days	36 days
Bi-weekly	11 – 20 years	17 days	34 days	51 days
Bi-weekly	21+ years	22 days	44 days	66 days
Monthly	1 – 5 years	15 days	30 days	45 days
Monthly	6 – 15 years	20 days	40 days	60 days
Monthly	16+ years	22 days	44 days	66 days

- **Does the temporary annual carryover limit have an impact on the maximum vacation payout allowed at termination of employment from UAB/UAHSF as defined in [Vacation – HR Policy 301](#)?** No. Terminal vacation payout remains the same at a maximum of 22 days regardless of years of service.
- **Earned Time Off (ETO-Callahan Eye Hospital):** Callahan employees can normally carry over up to 96 hours of ETO each December 31. Any amounts over this are normally paid out at a reduced rate. Callahan employees will have the option to receive the normal payout or carry their hours forward into 2021 and 2022. At the end of 2022, the limit will revert to 96 hours. Callahan employees will receive further instructions from Human Resources on how to make their elections.
- **Paid Time Off (PTO-UAB Health System):** Health System staff have unused PTO paid out each calendar year, so there isn't a carry-over into the next year. This practice will remain the same for UABHS employees.

### **Are UAB and UAB Medicine offering any childcare assistance?**

Yes. UAB and UAB Medicine are offering childcare assistance options for employees with school-age children at this time. This assistance has been approved through October 30, 2020.