Dear National Louis University Employee:

It is a pleasure to welcome you as a new member of the National Louis University team. We hope that you will find your work here to be interesting, challenging and rewarding. Over the years, National Louis University has developed a solid and respected reputation among students, alumni, staff and faculty. This reputation is due to the University’s ongoing commitment to a mission of service and lifelong, active engagement in learning in an increasingly diverse and global society.

National Louis University has become an employer to a very diverse and widespread population of staff, faculty and students. With locations distributed among campuses within Illinois, in other states and across international boundaries, this Employee Handbook has been created to provide consistent and common guidelines to the NLU team.

This Employee Handbook is being provided as a written guide for University policies and procedures. It addresses questions on such subjects as Recruitment and Employment, Compliance, Safety and Health, Compensation and Benefits at National Louis University. We also encourage you to visit the NLU website at http://community.nl.edu where you can find a complete copy of the Policies and Procedures. In any instance where the Employee Handbook content and the policy content differ, the full policy supersedes the handbook summary. In addition, the Office of Human Resources is available to answer questions, clarify the guidelines or provide any needed interpretation.

I wish you great success at National Louis University.

Thomas Bergmann
Vice President of Human Resources
The NLU Mission

National Louis University provides access to quality higher education that nurtures opportunity for students through innovative teaching, scholarship, community engagement, and service excellence.
Section One:
Recruitment and Employment
**Attendance**

Employees of National Louis University are expected to be present and ready to begin work at their scheduled time. Absences and tardiness are expected to be reported by the employee directly to their supervisor as soon as practicable. Messages left with coworkers will be considered to be unreported occurrences. Excessive tardiness or absenteeism will result in corrective action.

**Animals in the Workplace**

Due to insurance regulations, employees of National Louis University are not permitted to bring any animals into the workplace. University permission to bring animals into the workplace will be granted only for essential helping animals such as seeing-eye dogs.

**Children in the Workplace**

National Louis University’s intent is to maintain a professional work environment and for the consideration of all faculty, staff, administrators, students and visitors, therefore children are not permitted to accompany employees in the workplace.

**Code of Conduct**

Administrators and staff of National Louis University are expected to obey all laws in conducting University business, and to always act with honesty, integrity, loyalty, trustworthiness, fairness and responsibility. The purpose of this policy is not to restrict the rights of anyone, but to define and protect the rights of all and to insure cooperation. Failure to conform to University Standards of Behavior may result in corrective action up to and including termination.

**Conflicts of Interest**

Employees of National Louis University may not engage in any activity, practice or conduct which conflicts with the interests of the University, its students, its customers, or its suppliers. Employees must represent the University in a positive and ethical manner. Confidential information must not be disclosed to anyone in the University who does not have a business need to know or to anyone outside of the University, except in accordance with established University policies and procedures.

**Improper Use of University Funds and Property**

Improper use of University funds and property includes, but is not limited to, forgery or alteration of University documents, misappropriation of student payments or other University assets, and irregularity in handling or reporting money transactions. Such action can result in criminal and civil penalties to the University and its employees, as well as disciplinary action up to and including termination.

Violations of the University Conflicts of Interest policy will result in immediate corrective action, up to and including termination.
**Crisis Management**

National Louis University seeks to provide an environment which is responsive to incidents and events that are disruptive, threatening, dangerous, traumatic and/or difficult. Crisis management may include incidents and events ranging from behavioral disturbances to public safety disturbances to natural disasters. The University will respond to and diffuse any crisis situation with the best available care and precaution.

Further, the University will assure confidentiality (in accordance with the Family Educational Rights and Privacy Act of 1974 and the Ethical Standards of the American Association for Counseling and Development of 1988) of anyone involved in any crisis incident. Therefore, only designated University employees should provide information to any person within the University community or to any outside organization or person concerning a crisis incident.

Any member of the University community who experiences a crisis should bring the matter to the attention of either a University public safety officer or a campus administrator. In cases of medical emergencies or public safety threats, members of the University community should immediately contact 911. (If 911 is not available at the location, contact the appropriate authority, i.e., police, fire, ambulance.) After outside agencies are contacted, the appropriate University authorities are to be contacted.

**Disciplinary Actions and Policy Violations**

Employees will be informed of expected performance levels if performance has not met expectations. An employee who has been informed of expectations may be subject to corrective action for continued failure to meet expectations, up to and including termination. Some violations of policy and rules are serious enough to result in immediate discharge from the University. Situations which may result in disciplinary action up to and including termination include, but are not limited to:

- Unsatisfactory job performance
- Excessive tardiness
- Excessive absence
- Insubordination
- Illegal acts
- Disruptions in the work of others
- Excessive personal telephone calls
- Dishonesty
- Falsification of University records
- Destruction of University records
- Destruction of University property
- Misuse of confidential information
- Theft
The steps of progressive discipline are outlined in detail in the Disciplinary Actions and Policy Violations Policy found on the National Louis University community website (http://community.nl.edu).

**Emergency / Weather Closings**
In the event of an emergency or extreme weather conditions, National Louis University may close one or more of its campuses. The closing of a campus in Illinois is the sole decision the President of the University and will be communicated by the Vice President of Operational Services. The closing of a campus outside of Illinois is the decision of the Executive Director. National Louis University will communicate all campus closings via internal email to employees and through local radio and television media. Additionally, National Louis University participates in The Emergency Closings Center. Employees can sign up to receive email alerts at www.EmergencyClosings.com.

**Employee Attire**
National Louis University has a year-round “business casual” dress policy which permits relaxed but professional clothing to be worn by employees on Monday through Thursday. Jeans, t-shirts and athletic clothes are considered inappropriate. Fridays may be considered “casual” which permits neat and clean jeans to be worn by employees. Shorts are considered inappropriate and are not permitted. On occasions when more formal business attire is expected, employees will receive communication from their supervisor. Any questions regarding appropriate casual business attire should be directed to the supervisor or the Office of Human Resources. In the event that an employee’s clothing is deemed to be inappropriate, the employee will be directed to go home at the expense of the employee.

**Employee Complaints**
The policies, rules and procedures of National Louis University are designed to benefit both the employees and the University. Managers are responsible for applying and enforcing them consistently and fairly. Employees who feel that they have been treated in a manner inconsistent with established policies may question or challenge a decision or action through the University Employee Complaint procedure. Complaints will receive a review and a response without retaliation against the employee voicing the complaint.

This policy applies to both faculty and staff. However, if a faculty member has a complaint of an academic nature, they must follow the Faculty Appeals process which can be found in the Faculty Guidebook, section 111.

**Employment of Relatives**
When filling vacant positions, National Louis University seeks to hire the most qualified candidate. Relatives of National Louis University employees will be considered for employment on the basis of the qualifications. Relationships by family or marriage do not provide advantage or disadvantage in employment.
Placements shall not be made where an employee is in a position to supervise or to influence a related person’s rate of pay, promotion, the granting of tenure, or where an employee may be required to handle confidential information pertaining to a relative.

**Expense Reimbursement**
National Louis University will reimburse employees for any pre-approved, University expenses. Employees must complete an Expense Reimbursement Form, attach all original receipts and obtain the signature of their Budget Head. Completed and approved expense reimbursement forms should be submitted to Accounts Payable at the Wheeling campus for processing. For additional information on expense reimbursement, please contact Accounts Payable.

**Flexible Work Option**
National Louis University is committed to providing important and valuable service to all customers, while supporting the desire of staff employees to perform their job functions in a variety of flexible work options. To that end, National Louis University offers a policy of flexible work opportunities that will give both employees and supervisors the opportunity to suggest alternative work arrangements in order to enhance availability to students and customers alike. Available flexible work options include the following: flextime, telecommuting, job sharing and home office arrangements. For more information, including specific requirements for eligibility and the application process, please refer to the Flexible Work Options Policy found on the National Louis University community website ([http://community.nl.edu](http://community.nl.edu)).

**General Gifts**
To express the concern of National Louis University for employees in times of personal illness, death in the immediate family, or to share the joy at the birth or adoption of a child, the Office of Human Resources will be responsible for sending flowers. The Office of Human Resources is the sole designee for sending flowers on behalf of the University community.

**Hours of Work**
**Exempt Employees**
The work week for exempt employees varies in accordance with staffing needs and operational demands but is not less than 37 ½ hours per week unless specifically approved and scheduled as such.

**Non-Exempt Employees**
The work week for non-exempt employees is generally considered 37 ½ hours. The work week for Physical Plant and Public Safety staff is 40 hours. Scheduled hours may vary by location and position.

**Break Periods**
Employees who work more than 5 but less than 7.5 hours in a given day are required to take one 15 minute paid break. Employees who work 7.5 or more hours in a given day are required to take two 15 minute paid breaks and a 30 minute unpaid meal break. The two 15 minute paid breaks may not be used to shorten the work day. The 30 minute unpaid meal break should be scheduled midway through the work day. With approval from a supervisor, the two 15 minute break periods may be added to the 30 minute meal period to yield a one hour meal break. All schedule changes must have prior approval by the supervisor.

Overtime
All administrative and professional employees who are considered Exempt Employees are excluded from the overtime provision of the Fair Labor Standards Act. Any employee of National Louis University may be required to work overtime. Overtime will be paid for non-exempt employees. Any overtime scheduled must be at the supervisor’s request and must have prior supervisory approval. Non-exempt employees are not to work overtime unless requested to do so by their supervisor.

Overtime is defined as one and one-half times the regular rate of pay for all hours worked over 40 hours each work week. For overtime calculations, hours actually worked does not include vacation, holiday, sick or personal days, or any other hours not physically worked. Any hours worked in excess of those regularly scheduled, up to 40 hours per week, will be paid as straight time.

Indemnification Policy
National Louis University indemnifies employees against liability incurred within the scope of their duties for the University. This indemnification includes service by employees for another organization where such service is undertaken at the specific direction of the University. This indemnity does not include liability incurred where there is (1) breach of duty of loyalty to the University, (2) gross negligence, (3) willful misconduct, or (4) improper personal benefit.

Jury / Witness Duty
National Louis University recognizes the civic responsibility of both employees and the University when an employee is called for jury or witness duty. Employees will be paid at their regular rate of pay for their civic duty. This policy is not applicable to private suits in which the employee is a plaintiff or defendant. Please see the Jury/Witness Duty Policy found on the National Louis University community website for additional details (http://community.nl.edu).

Media Communication
National Louis University’s Office of Marketing and Communications is the sole designee of the University to respond to any inquiries by the media. Any employee of National Louis University who receives an inquiry from a media
organization should refer the inquiring party directly to the Vice President of Marketing and Communications.

**Personnel Files**
Personnel files are the property of National Louis University and access to the files and information is restricted. Generally, only individuals who have a legitimate business need to review the file are allowed to do so. Those individuals with access to personnel files are responsible for maintaining the privacy of employees.

An employee may review his or her personnel file in the presence of a member of the Office of Human Resources within seven (7) working days of a written request to the Office of Human Resources. The employee may not remove any part of the file from the Office of Human Resources, but a copy of any portion of the entire file may be requested. Former employees and third parties will be granted access to personnel files only in accordance with Federal, state or local laws.

Employees may protest specific information contained in their personnel file by submitting a written statement to the Office of Human Resources. If it is determined that the material will remain as is, the employee may submit a written statement of disagreement. This statement will be included in the file.

**Political Activities**
National Louis University encourages each of its employees to fully participate in the political process. Effective democracy provides the right of every citizen to endorse a specific political candidate or cause. However, endorsement does not infer or reflect the support of the University for such political candidate or cause. The University assumes no responsibility for the endorsement of a political candidate or cause by members of its staff.

**Record of Time Worked**
Time reporting, attendance, and tardiness standards are administered by each office. The immediate supervisor will provide time reporting requirements for specific locations and departments. Both exempt and non-exempt employees are required to complete and submit to payroll a time worked report either monthly or weekly in accordance with their payment periods.

**Recruitment and Selection**
All candidates for employment shall receive consistent and equitable treatment. The procedures outlined in the Recruitment and Selection Policy are meant to ensure a thorough and fair search process, resulting in a qualified pool of candidates from which to make hiring decisions. The complete policy can be found on the National Louis University community website (http://community.nl.edu). Additionally, all newly hired employees will be subject to a 90-day Introductory Period at the onset of his or her new position.
Rehiring Employees
National Louis University will credit the previous service of employees who leave employment and return to the University within one year of separation. This policy applies only to employees who have completed one year of service prior to separation. Temporary, part-time and adjunct service is not counted when determining whether one year of service has been completed.

Release of Employee Information
National Louis University seeks to protect the privacy of its present and former employees with a procedure that strictly limits the release of information to outside sources. Written employee authorization is required prior to the release of employee information.

Relocation Expenses
National Louis University will make relocation decisions in conjunction with the hiring manager, the Vice President of Human Resources and functional area Vice President or Dean. The University’s policy on reporting taxable income will follow all appropriate IRS regulations at the time the relocation expenses are paid.

Staff Reduction
Should it become necessary to reduce staff at National Louis University, reductions will be made in light of department needs. Budget Heads and the Office of Human Resources will take qualifications, performance, length of service and availability of funds into account during the decision making process.

Transfers and Promotions
Employees who have been in their current position for at least six months may apply for job openings by completing an Internal Posting Form. All internal applicants who post for a vacancy will be considered on the basis of their qualifications and ability to perform the job successfully. Additionally, transferred or promoted employees will be subject to a 90-day Introductory Period at the onset of his or her new position.
Section Two: Compliance
**Affirmative Action, Diversity and Equal Employment Opportunity**
National Louis University is committed to conducting its recruitment, employment and contract opportunities without regard to race, color, age, sex, pregnancy, religion, gender, sexual orientation, ancestry, national origin, disability, military status, unfavorable military discharge other than dishonorable, marital status, or any other characteristic protected by Federal, State or local law. A complete copy of the National Louis University Affirmative Action, Diversity and Equal Employment Opportunity Policy can be found on the National Louis University community website (http://community.nl.edu).

**Acceptable Use of Information Technology**
National Louis University provides resources to the University community (which includes all prospective students, students, staff, faculty, board members, alumni and administrators) through its Information Technology and Services.

Use of Information Technology and Services must be consistent with the mission, goals and objectives of the University. University community members are responsible for their activities and accountable for their individual conduct while using University Information Technology and Services. A complete copy of the National Louis University Acceptable Use of Information Technology Policy can be found on the National Louis University community website (http://community.nl.edu).

**Americans With Disabilities Act (ADA)**
The Americans with Disabilities Act prohibits discrimination against a qualified individual with a disability in job application procedures, hiring, compensation, training, advancement, and any other term, condition or privilege of employment. This law also requires employers to provide reasonable accommodations for individuals with disabilities. A complete copy of the National Louis University Americans with Disabilities Act Policy can be found on the National Louis University community website (http://community.nl.edu).

**Anti-Harassment and Complaint Procedure**
National Louis University is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal, state and local law, the University prohibits any member of faculty, staff, administration, student body or visitors to campus, whether guests, patrons, independent contractors, or clients, regardless of gender, from harassing any other member of the University community. Reports of harassment will be met with appropriate disciplinary action, up to and including termination from the University. A complete copy of the National Louis University Anti-Harassment and Complaint Procedure can be found on the National Louis University community website (http://community.nl.edu).
Cobra Continuation
The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and certain members of their families (“Qualified Beneficiaries”) who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances (“Qualifying Event”) such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. A complete copy of the National Louis University Cobra Policy can be found on the National Louis University community website (http://community.nl.edu).

Family and Medical Leave Act (FMLA)
The Family and Medical Leave Act of 1993 and the National Defense Authorization Act of 2008 allow for eligible employees to take job and benefit protected, unpaid leave, provided that the employee has met eligibility requirements and that the leave is for a qualified reason. National Louis University recognizes that employees may need extended time off from work for different reasons and intends to provide unpaid leaves consistent with these laws. A complete copy of the National Louis University FMLA Policy can be found on the National Louis University community website (http://community.nl.edu).

All FMLA leaves will be administered through the Office of Human Resources.

Employee Eligibility
To be eligible for FMLA benefits, an employee must meet the following criteria:
- Employed by the University for at least twelve (12) months (the 12 months need not be consecutive); and
- Worked at least 1,250 hours during the 12-month period immediately preceding the start of the leave.

Qualified Leave Reasons
Employees meeting the FMLA eligibility criteria listed above may take FMLA for the following reasons:
- The birth and/or care of your newborn child;
- The care of a child that has been placed with you for adoption or foster care;
- The care of your spouse, child or parent who has a serious health condition;
- The employee’s own health condition;
- A “qualifying exigency” arising out of a covered family member’s active duty or call to active duty in the Armed Forces in support of a contingency plan;
- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that
such injury or illness may render the family member medically unfit to perform duties of the member’s office, grade, rank or rating

Leave for the birth and care, or placement and care of a child must conclude within 12 months of the birth or placement of the child. FMLA applies equally to male and female employees.

**HIPAA**
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) contains provisions to notify participants of and protect the privacy of Protected Health Information (PHI). In order to provide insurance coverage and/or health plan administrative services, National Louis University must obtain and maintain PHI. PHI is individually identifiable health information that is created or received by your provider, your health plan or insurer, a data clearinghouse, a health authority, employer, school or university. PHI can be maintained or transmitted in any form or medium. It relates to the past, present or future:

- Condition of your physical or mental health;
- Health care provided to you; or
- Payment for the health care provided to you.

A complete copy of the National Louis University HIPAA Privacy Notice can be found on the National Louis University community website (http://community.nl.edu).

**Lactation and Breastfeeding**
In accordance with State laws and the National Louis University Hours of Work Policy, nursing mothers will be allowed to utilize their break or meal time each day to express milk. National Louis University will make a reasonable effort to provide a private area for nursing mothers, upon request. A complete copy of the National Louis University Lactation and Breastfeeding policy can be found on the National Louis University community website (http://community.nl.edu).

**Military Leave of Absence**
Employees who enlist or are called up for active duty into any branch of the United States Armed Forces may be entitled to paid and/or unpaid military leave of absence. Please refer to the Military Leave of Absence Policy found on the National Louis University community website for explanations of eligibility for paid and/or unpaid military leave of absence. National Louis University will honor the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

**Solicitation, Distribution and Posting of Materials**
National Louis University prohibits the solicitation, distribution and posting of materials on University property by students, staff, guests and all other visitors of the University, with the only exceptions to this policy being activities supported
and/or sponsored by National Louis University. A complete copy of the National Louis University Solicitation, Distribution and Posting policy can be found on the National Louis University community website (http://community.nl.edu).

Victims’ Economic Security and Safety Act (VESSA)
Under the provisions of The Victims’ Economic Security and Safety Act, National Louis University will not discharge or discriminate against an employee who is a victim of domestic violence or who has a family or household member who is a victim of domestic violence, for taking up to a total of 12 workweeks of leave from work during any 12-month period to address the domestic violence. A complete copy of the National Louis University VESSA policy can be found on the National Louis University community website (http://community.nl.edu).

Whistleblower Protection
National Louis University encourages its staff to make good faith disclosures of University-related misconduct. Retaliation as a response to such disclosures will not be tolerated. A complete copy of the National Louis University Whistleblower policy can be found on the National Louis University community website (http://community.nl.edu).
Section Three:
Safety and Health
Drug and Alcohol Free Workplace
National Louis University is committed to maintaining a drug and alcohol-free workplace. National Louis University prohibits the consumption of alcohol during work hours, and the manufacture, possession, use, or distribution of illegal drugs at any time on University premises. Violations of the Drug and Alcohol Free Workplace policy may result in immediate corrective action, up to and including termination.

The University does, however, reserve the right to serve alcohol during University sponsored events to those of legal age. Authorization to serve alcohol at University sponsored events must be obtained in advance from the Vice President for Operational Services.

Smoking on University Premises
National Louis University maintains a smoke-free environment. Smoking is prohibited within all University buildings. This smoke free policy covers all areas within University owned or operated buildings and floors including, but not limited to: cafeterias, elevators, private offices, general office space, lounges, lobbies, classrooms, hallways, rest rooms, stairwells, libraries, laboratories, etc.

Violence in the Workplace
National Louis University strives to maintain a work environment that is free from intimidation, threats (direct or implied) or violent acts. The University maintains a zero tolerance for any violence in the workplace. Violence includes physically harming another person, shoving, pushing, intimidation, coercion, threats of violence, as well as the carrying of or use of weapons. Any object, regardless of its nature or intended purpose, is considered a weapon when used in a threatening or violent manner. Violations of this policy will result in corrective action, up to and including termination.

Workers’ Compensation
National Louis University maintains a Workers’ Compensation insurance policy for protection of the University and employees in case of work-related injuries and/or illnesses. Workers’ Compensation provides payment for medical expenses and/or a portion of lost work time if an employee incurs an injury or develops an illness as a result of his or her employment. Workers’ Compensation also provides disability benefits and benefits to dependents in case of death. Each workers’ compensation event and subsequent determination of benefits is made by the Worker’s Compensation insurance carrier and is different based upon the surrounding circumstances, as well as similar situations that may or may not have the same outcome. A complete copy of the National Louis University Worker’s Compensation Policy can be found on the National Louis University community website (http://community.nl.edu)
Section Four: Compensation
**Annual Merit Increases**
National Louis University finds that it is the best interest of the University to reward staff employees on an annual basis with merit increases in all years that have available funds. It is the exclusive responsibility of The Board of Trustees to determine the availability of funds for merit increases based on budgetary limitations. A complete copy of the National Louis University Annual Merit Increases Policy can be found on the National Louis University community website (http://community.nl.edu).

**Classification of Employees**
The Office of Human Resources at National Louis University will determine the exempt or non-exempt status for employees using tests utilized by the U.S. Department of Labor according to the provisions of the Fair Labor Standards Act (FLSA). Additionally, employees of National Louis University will be classified as full-time (those working 30 hours per week or more), part-time (those working less than 30 hours per week) and temporary (those employed for a specified period of less than 6 months).

**Exempt Employees**
Exempt employees are paid a salary, and are not eligible to be paid for hours that are worked beyond their scheduled workweek. Exempt, as that term used to describe employee classification, means exempt from overtime pay requirements of the FLSA. The workweek for exempt employees varies in accordance with staffing needs and operational demands, but not less than 37.5 hours per week unless specifically approved and scheduled as such.

**Non-Exempt Employees**
In accordance with the FLSA, non-exempt employees are paid for every half hour worked. Non-exempt employees are paid at a premium rate of one and one half times their regular rate for all hours worked in excess of forty hours in a single workweek. Scheduled hours may vary by location and position. Prior approval for all overtime by an employee’s immediate supervisor is required. Unauthorized overtime, while paid, will be subject to disciplinary action up to and including termination.

**Full-Time Employees**
An employee scheduled to work 30 or more hours per seven day workweek on a continuing basis. These employees are eligible to participate in NLU’s benefit program as outlined in related policies and benefit plan documents, or as required by law.

**Part-Time Employees**
A: An employee scheduled to work greater than 20 but less than 30 hours per seven day workweek on a continuing basis. These employees are entitled to limited employee benefits.
B: An employee scheduled to work less than 20 hours per seven day workweek on a continuing basis is not entitled to employee benefits.

Temporary Employees
An employee hired for a specific period of time. Temporary employees are not entitled to any health and welfare benefits, but will receive overtime pay if employed in a non-exempt position.

Compensation and Salary Administration
The Office of Human Resources at National Louis University has established a compensation and salary administration policy, which will govern all aspects of staff employee compensation. Please refer to the complete Compensation and Salary Administration Policy on the National Louis University community website (http://community.nl.edu) for specific information regarding the determination of hiring, promotion, position evaluation and classification, and grading.
Section Five: Benefits
Bereavement Leave
National Louis University will provide up to 5 days of paid bereavement leave to an employee for the death of an immediate family member. The bereavement leave policy defines an immediate family member as the following:

- Five Days Bereavement
  - Spouse / Domestic Partner / Child(ren)
- Three Days Bereavement
  - Parent(s) / Parent(s)-In-Law
  - Brother(s) / Sister(s)
  - Grandparent(s)
  - Grandchild(ren)
- One Day Bereavement
  - Son(s)-In-Law or Daughter(s)-In-Law
  - Brother(s)-In-Law or Sister(s)-In-Law
  - Grandparent(s)-In-Law
  - Aunt(s) / Uncle(s)

Retiree Benefits
National Louis University retirees who are age 65 or older with 10 years of continuous full-time employment have the option of continuing their health insurance coverage, at the retirees’ expense, in a Medicare Supplemental Plan, for as long as they are living.

Domestic Partner Benefits
National Louis University offers its benefit eligible employees the option of enrolling a Domestic Partner and their eligible dependent children, as defined by IRC Section 152, in NLU’s benefit programs. An employee can enroll a Domestic Partner within the same time periods applicable to the enrollment of spouses. At the same time the employee seeks to enroll a Domestic Partner, the employee must complete a Statement of Domestic Partnership and provide adequate substantiation of the domestic partnership, which can be found on the National Louis University community website. Individual carriers may require a separate Domestic Partnership statement to be completed and approved prior to extending coverage to an employee’s Domestic Partner. For a complete explanation of the program, please refer to the Domestic Partner Benefits policy found on the National Louis University community website (http://community.nl.edu).

Employee Assistance Plan
National Louis University realizes that, from time to time, problems may occur that upset the stability of employees’ lives at home or work. All staff and faculty, and any of their family members, may contact the EAP directly for a confidential counseling meeting by calling the toll free number, 1-800-456-6327. For further treatment, the EAP counselors will work with the employee’s health plan to secure appropriate care. The EAP is strictly confidential. For additional
information about the EAP, please refer to the National Louis University community website (http://community.nl.edu) or contact the EAP directly.

Insurance Benefits
National Louis University provides a group insurance program for employees who work 30 or more hours per workweek and faculty whose contract states a minimum 75% load. Employees who work less than 30 hours per workweek or faculty who carry less than a 75% load are not eligible for the insurance program. The University regularly reviews the insurance to provide a cost effective foundation upon which to build the security and well being required for employees and their family members. For more information on the Insurance Benefits offered by NLU, please refer to the Insurance Benefits Policy found on

Long-Term Disability Insurance
National Louis University provides a long-term disability plan for the purpose of providing income protection when a long-term illness or injury prohibits an employee from performing the regular duties of his/her job. Basic long-term disability benefits are effective upon date of hire. Upon hire, employees may purchase long-term disability benefits in addition to the basic benefit provided by NLU. For more information on the long-term disability benefits offered by NLU, please refer to the Long-Term Disability Policy found on the National Louis University community website (http://community.nl.edu).

Paid Holidays
National Louis University recognizes the following holidays:

- New Year’s Day
- Thanksgiving Day
- Martin Luther King Jr. Day
- Day After Thanksgiving
- Memorial Day
- Christmas Eve
- Independence Day
- Christmas Day
- Labor Day

The Office of Human Resources will issue a Holiday Calendar annually which will list the days that the University will be closed in observation of holidays.

Paid Time Off
Eligible staff earn vacation time for each month they work. The maximum amount of vacation days accrued is based upon an employee’s length of service. Vacation time accrues as follows:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Amount of Time Accrued Per Month</th>
<th>Maximum Number of Vacation Days per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial fiscal year of employment</td>
<td>1.25 days based on the month employment started*</td>
<td>15 days</td>
</tr>
<tr>
<td>Less than 5 fiscal years completed</td>
<td>1.25 days</td>
<td>15 days</td>
</tr>
<tr>
<td>Greater than 5 but less than 15 fiscal years completed</td>
<td>1.67 days</td>
<td>20 days</td>
</tr>
<tr>
<td>Greater than 15 fiscal years completed</td>
<td>2.08 days</td>
<td>25 days</td>
</tr>
</tbody>
</table>

*For more information on the paid time off benefits offered by NLU, please refer to the Paid Time Off Policy found on the National Louis University community website ([http://community.nl.edu](http://community.nl.edu)).

**Personal Leave of Absence**
All regular, full time staff and faculty of National Louis University who have been employed for a minimum of one year may apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved. Request for unpaid personal leave may be denied or granted by National Louis University for any reason or for no reason and is within the sole discretion of the University. Approvals of the immediate supervisor, department Director and the Office of Human Resources are required. For more information, please refer to the Personal Leave Policy found on the National Louis University community website ([http://community.nl.edu](http://community.nl.edu)).

**Sick Time**
Full time employees earn 0.83 of a sick day for each month they work. Prorated sick days are available to employees who regularly work 30 or more hours each workweek. Employees who regularly work less than 30 hours per workweek are not eligible for paid sick leave. Sick leave may be used for the following reasons:

1. Personal illness;
2. An emergency or illness involving an immediate family member;
3. Doctor or dental appointments that cannot be scheduled outside of normal working hours.

For more information on the sick time offered by NLU, please refer to the Sick Time policy found on the National Louis University community website ([http://community.nl.edu](http://community.nl.edu)).

**TIAA-CREF Retirement Plan**
In keeping with University efforts to offer a full and comprehensive benefits plan, a 403(b) Retirement Plan is offered to all employees who meet the minimum qualifications for participation. The 403(b) Retirement Plan is administered by TIAA-CREF on behalf of National Louis University. For more information, please refer to the TIAA-CREF policy found on the National Louis University community website ([http://community.nl.edu](http://community.nl.edu)).

**Tuition Exchange Program**
National Louis University participates in two separate tuition exchange programs: The Council of Independent Colleges (CIC) Tuition Exchange Program and The
Tuition Exchange, Inc. Program (TEP). Applicants must be admitted to the target school on his or her own merit prior to exchange application. All exchange applications will be processed and exchange slots will be filled on a first come, first serve basis. Participant schools are subject to change. For more information, please refer to the Tuition Exchange policy found on the National Louis University community website (http://community.nl.edu).

**Tuition Waiver Program**

National Louis University encourages employees and their families to further their education through lifelong learning. To that end, the University makes available certain opportunities and tuition benefits for employees, their dependents, domestic partners and certain non-dependent family members. Tuition waivers are prorated based on full-time or part-time employment status. Tuition waiver benefits for employees and their dependents are taxable only for graduate level courses according to the specifications of the IRS. All tuition waivers for domestic partners and eligible non-dependent family members are taxable. For more information, please refer to the Tuition Waiver policy found on the National Louis University community website (http://community.nl.edu).
I hereby acknowledge that I have received a copy of National Louis University's *Employee Handbook*. I will familiarize myself with the material in this handbook and my work conduct is expected to be in conformance with its contents. I will take responsibility for seeking clarification of any information that I am uncertain about from either a member of the Office of Human Resources or my supervisor.

I understand that my employment is at-will and that nothing in this handbook changes that relationship, and that National Louis University may change, rescind, or add to any policies, benefits, or practices described in this handbook with or without prior notice.

_______________________________________     ____________________
Employee's Signature                                                                 Date

__________________________________________
Print Employee's Name