Employee Benefits  
*Notes from talking with Tyler  
Notes from HR packet  
Notes from HR webpage*

* GIC (Commonwealth of Massachusetts Group Insurance Commission)   
  [(Decision Guide)](files/gic/benefit_decision_guide.pdf) [(Enrollment)](files/gic/enrollment_change_form.pdf) [(Dependents)](files/gic/dependent_enrollment_change_form.pdf) (Life Insurance Beneficiary)\*  
  *\*For fraud prevention purposes, the Nomination of Beneficiaries forms are not available on the GIC’s website. See your GIC Benefit Coordinator or call the GIC at (617) 727-2310 extension 1 or TDD/TTY (617) 227-8583 for the appropriate Nomination of Beneficiary form.*
  + Flex Spending  
    [(Handbook)](files/gic/flex_spending_handbook.pdf) [(Enrollment)](files/gic/flex_spending_enrollment.pdf)
* Retirement  
  [(Enrollment Form)](files/retirement/new_member_enrollment_form.pdf) [(Benefit Guide)](files/retirement/msrb_benefit_guide.pdf) [(ORP Enrollment Guide)](files/retirement/orp_enrollment_guide.pdf)
* Labor Relations (Union-Specific Benefits – IMPORTANT PART!)
  + …
* Voluntary Savings Programs  
  [(403(b) Plan)](files/voluntary_savings/summary_403b.pdf) [(457(b)(SMART) Plan)](https://mass-smart.gwrs.com/login.do)\* [(Comparison)](files/voluntary_savings/comparison_403b_457b.pdf)   
  \**Web link*
* Equal Employment Opportunity (EEO)
* Extras / Ads in HR Packet [would be awesome to read these and set up “website” buttons for users] [\*not online, could recreate document; \*\*graphical document, could only do by scanning]
  + Live-In-Lowell Program & Rental/Homebuyer’s Incentive Reimbursement\*
  + UMass Extras  
    [(Flyer)](files/flyers/umass_extras.pdf)
  + UMass Lowell myAlert\*\*
  + Ally Space Program\*
  + MetLife Ad\*\*
  + LifeScope\*
  + Tuition Remission  
    [(Info)](files/flyers/tuition_remission_info.pdf) [(Form)](files/flyers/tuition_remission_form.pdf)
  + Equal Opportunity and Outreach Guidelines  
    [(Nondiscrimination)](files/flyers/nondiscrimination_guidelines.pdf) [(Sexual Harassment)](files/flyers/sexual_harassment_guidelines.pdf) [(Disabilities)](files/flyers/ada_guidelines.pdf) [(Veterans)](files/flyers/veterans_guidelines.pdf)
  + Diversity and Inclusion Training and Development\*\*
  + University Fraud Policy Guidelines\*
  + Drug and Alcohol Policies and Regulations\* (No faculty version available online)
  + COBRA  
    [(Info)](files/cobra/group_health_continuation.pdf)
  + Social Security Administration  
    [(Statement)](files/ssa/form_1945.pdf) [(Provision)](files/ssa/windfall_elimination.pdf)
  + Medical Leave  
    [(Info)](files/dol/medical_leave.pdf)
  + Libraries  
    [(Info)](files/flyers/library.pdf)
  + Right to Know\*

# Legal Holiday Calendar

This memo, which supersedes the last holiday memo issued October 4, 2012, contains a list of paid legal holidays and the schedule of dates when they will be observed as set forth in MGL Chapter 4, Section 7, Clause Eighteen.

The following is a list of legal holidays and the dates on which they will be observed for calendar years 2014, 2015 and 2016.  Consult the Red Book or the relevant collective bargaining agreements with regard to compensatory time off or compensation for employees who work on holidays.  Also see:  <http://www.mass.gov/bb/gaa/fy2011/os_11/h5.htm>

|  |  |  |  |
| --- | --- | --- | --- |
| Legal Holidays | **2014** | **2015** | **2016** |
| New Year's Day | January 1 | January 1 | January 1 |
| Martin Luther King Day | January 20 | January 19 | January 18 |
| President's Day | February 17 | February 16 | February 15 |
| Patriots' Day | April 21 | April 20 | April 18 |
| Memorial Day | May 26 | May 25 | May 30 |
| Independence Day | July 4 | July 4\* | July 4 |
| Labor Day | September 1 | September 7 | September 5 |
| Columbus Day | October 13 | October 12 | October 10 |
| Veterans' Day | November 11 | November 11 | November 11 |
| Thanksgiving Day | November 27 | November 26 | November 24 |
| Christmas Day | December 25 | December 25 | December 25\*\* |

**Suffolk County Holidays**

**Legal  Holidays                                              2014                            2015                2016**

**+** Evacuation Day (Suffolk County)                March 17                     March 17         March 17

**+** Bunker Hill Day (Suffolk County)               June 17                         June 17            June 17

March 17 and June 17 remain legal holidays.  However, all state offices will remain open for business on these dates.  March 17 and June 17 are no longer holidays under the Red Book (Rules Governing Paid Leave and Other Benefits for Managers and Confidential Employees).

Additionally, they are no longer holidays for many statewide bargaining units, including but not limited to, Units 1, 2, 3, 4A, 6, 8, 9, and 10.  If your bargaining unit is not listed here, please refer to your latest collective bargaining agreement or memorandum of understanding (MOU) to determine if these two dates are still recognized holidays for your bargaining unit.

**Saturday Holidays**

\*In the event a legal holiday falls on a Saturday, all offices under the jurisdiction of any department of state government shall be open to the public for business on the Friday immediately preceding any Saturday holiday.

**Managers and confidential employees:**  As many employees as possible should be given off the  Friday immediately preceding the Saturday holiday.  Whenever possible, the following Monday shall be used as the alternative day off.  Employees assigned to work shall be given an additional day off (Red Book).

**Bargaining unit employees:**See the relevant collective bargaining agreement.

**Sunday Holidays**

\*\* In the event a legal holiday falls on a Sunday, the holiday will be observed on the following Monday.