

## Employment Status and Eligibility Chart

Title & Definition	Benefits	Overtime	Work Premiums	FICA	Workers Comp	PTO or Vacation, Sick, Holidays	Leaves of Absence
Regular Staff Member with Full-Time Work Schedule	Yes	Hourly-paid only	Hourly-paid only Depending on job title and work schedule.	Yes	Yes	Yes	Yes
Regular Staff Member with Abbreviated Work Schedule (>20 and <40 hours/week)	Eligible for benefits in accordance with work schedule	Hourly-paid only	Hourly-paid only Depending on job title and work schedule.	Yes	Yes	Eligible for benefits in accordance with work schedule	Yes
Regular Staff Member with Part-Time Work Schedule  (less than 20 hours/week)	No	Hourly-paid only	No	Yes	Yes	No	Military, Family Medical Leave only
Staff Member in the Orientation and Evaluation Period	Depending on Full, Abbreviated or Part-Time Status	Hourly-paid only	Hourly-paid only and depending on Full, Abbreviated or Part-Time	Yes	Yes	Will accrue but unable to use until completes Orientation and Evaluation Period	No
Staff Member on Leave of Absence	Based on arrangements made with Benefits Office	NA	NA	NA	NA	Not during Unpaid LOA	NA
Duke Temporary Staff Member	Refer to the DTS web site <a href="http://www.hr.duke.edu/dts/">www.hr.duke.edu/dts/</a> for detailed information						
Duke Student: Undergraduate (0699) < or = to 19.9 hours/week	No	No	No	No	Yes	No	No
Duke Student: Graduate (0699) > 20 hours/week	No	Hourly-paid over 40 hours/ week only	Hourly-paid only Emergency Call Back, Holiday Premium	No	Yes	No	No
Staff Member Who is a Minor	Eligible for benefits in accordance with work schedule	Hourly-paid only	Hourly-paid only and eligible for work premiums in accordance with work schedule	Yes	Yes	Eligible for benefits in accordance with work schedule	Eligible for benefits in accordance with work schedule
Primary Occupation Secondary Occupation	Several benefits (ex: PTO and vacation accrual) and work premiums are earned or paid based on the combined work schedules of the staff member's primary and regular secondary occupations up to full time employment status (40 hours per week). Eligibility for other benefits (ex: medical, dental, vision and reimbursement accounts) will be granted based on the staff member's primary occupation.						