



## Employee Benefits Glossary

### A

#### **Accrued Time**

The accumulation of earned but unused vacation, sick, personal, and/or rolled over time off.

#### **ADA**

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against people with disabilities in employment, transportation, public accommodations, communications, and access to governmental programs, etc. It applies to many areas of the workforce in regard to hiring and mandates accommodations for those with specific needs.

Source: <https://www.dol.gov/general/topic/disability/ada>

#### **Annual Enrollment**

The yearly period during which employees can review and make changes to their benefits, such as health insurance, retirement plans, and other offerings.

### B

#### **Beneficiary**

A person designated to receive benefits, such as life insurance or retirement account payouts, upon the employee's death.

### C

#### **Caregivers**

An important aspect of FMLA is that it also provides job protection for eligible employees who need to take a leave of absence to provide care to an ailing family member.

#### **Concurrent**

At the same time, simultaneous.

#### **Co-Payment (Co-Pay)**

A fixed amount that an employee must pay for a covered healthcare service, typically when visiting a doctor or filling a prescription

### D

#### **Deductible**

The amount an employee must pay out-of-pocket for healthcare services before the insurance plan starts to pay for covered expenses.

## **Dependent**

A family member, typically a spouse or child, who is eligible for coverage under an employee's benefit plan.

## **E**

### **EAP**

Employee Assistance Program (EAP) is a benefit that provides confidential counseling and support services to help employees address personal, financial, and work-related issues.

### **Exhausted**

Allotted paid time (such as vacation or PTO) is used and recorded prior to a Leave of Absence.

## **F**

### **FMLA**

The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees of qualifying employers to take unpaid leave for covered reasons, while keeping their job protected. Eligible employees are entitled to 12 work weeks of leave taken within a 12-month period for birth or

Source: <https://www.dol.gov/general/topic/benefits-leave/fmla>

### **Flexible Spending Account (FSA or FHSA)**

A tax-advantaged account that allows employees to set aside pre-tax dollars for eligible healthcare

## **H**

### **HRC**

HR Contacts.

### **Health Reimbursement Account (HRA)**

Employer-funded account that helps employees pay for qualified medical expenses, such as copayr

## **I**

### **Intermittent Leave**

FMLA provides up to 12 weeks of unpaid leave for qualified employees, which can be taken at any point within a 12-month timeframe.

## **K**

### **Kronos**

NSU's time keeping system.

## **L**

### **Leave of Absence (LOA)**

A Leave of absence is approved time off work. Leaves of absence can be granted for the following reasons: care for a newborn or newly adopted child, care for a seriously ill family member, employees' personal medical condition, military service, education, government service, personal reasons, or long-term disability.

### **Lincoln Financial Group**

Lincoln Financial Group is NSU's third-party leaves administrator.

## **Life Insurance**

A benefit that provides a payout to beneficiaries in the event of the employee's death, helping to cover expenses.

## **Long-Term Disability (LTD)**

Long-term disability (LTD) refers to a disability benefit that provides income replacement for an extended period when an individual is unable to work due to a qualifying disability.

## **M**

### **Maternity Leave**

Maternity leave is a period of time that a mother takes off from work before and after the birth of a child to recover and care for the newborn.

### **Military Leave of Absence**

Available to employees or dependents of employees who have a Selective Service induction, A-1 enlistment, or a call-up as a member of the National Guard or Reserve.

## **O**

### **OHR**

Office of Human Resources (OHR)

## **P**

### **Paternity Leave**

Paternity leave is a period of time that a father takes off from work to be with and care for a newborn or newly adopted child.

### **Premium**

The amount an employee or employer pays for an insurance policy, often on a monthly basis, to maintain coverage.

### **PTO (Paid Time Off)**

Paid time off. This includes vacation, sick, and personal.

## **R**

### **Retirement Savings Plan**

A savings plan, such as a 401(k) or pension, that helps employees save for retirement, often with employer matching contributions.

### **RTW**

Return to work. // Return to work form.

## **S**

### **Short-Term Disability**

Short-term disability (STD) refers to an insurance benefit that provides income replacement for a limited duration, typically covering a portion of an individual's salary, when they are unable to work due to a temporary disability or illness.

## **W**

### **Wellness Program**

Employer-sponsored initiatives aimed at promoting employee health, such as health screenings, or stress management workshops.