Work Family Benefits

Vacation

All regular full-time and regular part-time employees receive paid vacation benefits. You accrue vacation time in hourly increments per pay period from date of hire. Part-time employees accrue vacation after five years of service. Vacation accrues at the following rate: Regular part-time employees, and part-time employees with five or more years of service, receive vacation leave prorated according to the scheduled number of hours worked per week.

Years of Service	Annual Vacation Days Earned	Vacation Hours Earned Per Pay Period
< 1-4	10	3.34
5	15	5.00
6	16	5.34
7	17	5.67
8	18	6.00
9	19	6.34
10-14	21	7.00
15-19	22	7.34
20-24	23	7.67
25+	25	8.33

Sick Leave

Full-time employees receive 10 paid leave days or 80 hours of available Sick Leave which will begin on January 1 each year. Regular, part-time employees receive pro-rated days, based upon hours worked. Part-time employees with five or more years of service receive one-half the time of full-time employees. You may use sick leave hours for personal injury or illness; necessary medical care of an immediate family member (spouse, child or parent); required medical treatments such as doctor or dental appointments; a serious health condition or any other leave that fits the criteria of FMLA.

Crisis Leave Bank

You may donate Vacation Time to the Crisis Leave Bank at certain times throughout the year based on need or upon resignation. As need arises, Human Resources will ask for donations. The donated time will go into an account for employees who experience a catastrophic event or personal crisis that warrants an extended absence but do not have Vacation Time or Sick Leave available to pay for their absence.

For nearly 25 years, NSLP has been providing the innovative solutions schools need to help their students succeed. From financial capability education and repayment and default management solutions to student retention counseling and financial aid management services, our passion stems from your success.