

LEBANESE AMERICAN UNIVERSITY
PERSONNEL POLICY - BENEFITS SECTION

Scope:

The University has two major categories of employees; Faculty whose contracts are subject to the provisions of the Lebanese Obligations and Contracts Law, and Staff whose contracts are subject to the provisions of the Lebanese Labor Law and National Social Security Law.

Both full time faculty and full time staff are eligible for fringe benefits and end of service indemnity as per the applicable provisions of this Policy.

Because of the applicable rules under which the two above mentioned categories are hired, and because of the nature of their duties, their compensation, and conditions of work, are not always identical, as specified below.

Full-Time faculty and full-time staff of LAU having fulfilled the length of service criteria (if any) under each benefit are eligible to receive or participate in the fringe benefits outlined in the following sections. For these purposes, Full-Time faculty are defined as those teaching a full course load, and employees who are working for 40 or more hours per week on an annual basis subject to their respective employment contracts (Staff working on sponsored awards are excluded from this category and are not considered as full time staff pursuant to this Policy).

Fringe benefits related to insurance coverage are covered by group insurance plans which shall be based on the terms of the specific policies and agreements issued by the insurance companies involved. The coverage is subject to change as conditions warrant, and the University assumes no liability for the failure of any such insurance company to pay specific claims.

Article I - Salary Classification System

The University applies a job classification and salary grading system coupled with clear job descriptions to each job position, which intend to reflect the staff grade category and the faculty rank and respective position at LAU.

In implementing the job classification system, the University takes into consideration the education, work experience, position, etc of the concerned individual

Wages of all employees are indexed to the US Dollar. Said wages shall not be less than the legal minimum wage set by the Lebanese Government.

Payment for overtime work performed by a staff member shall be compensated in accordance with the Lebanese Labor Law.

Wages and salaries are determined in accordance with a grading system, and a salary range set by the University. Each job is classified under the said schedule and a salary range is established for each classification.

The salary range corresponding to the different grades categories and ranks is issued annually by the University in a master list.

Article II - Leaves & Holidays

A. Annual Leave:

Full-time staff members who have completed one year of service shall be eligible to a paid annual leave based on their rank and seniority, as per applicable procedures.

Staff members are entitled to annual leave in accordance with the provisions of the Lebanese Labor Law pursuant to the following guidelines.

1. Staff in job categories “D” and “A”: Twenty working days plus a maximum of fifteen days of unused annual leave accumulated from the previous year.
2. Staff in job categories “P” and “M”: Fifteen working days and one additional day per year for each year over three years of service; for up to five additional days per year for a maximum of twenty working days per year. In addition, a maximum of ten days of unused annual leave accumulated from the previous year may be used.
3. Staff in job categories “O” and “S”: Fifteen working days. In addition, a maximum of five days of unused annual leave accumulated from the previous year may be used.
4. All accumulated and unused annual leaves beyond the specified maxima are forfeited.
5. Part time staff members working more than one year of uninterrupted service are allowed to take annual leave on a pro-rata basis as per the provisions of the Lebanese Labor Law.

The annual leave dates shall be approved by the University according to work requirements, but taking into consideration the wishes of the staff concerned, The University’s decision regarding annual leave dates, however, shall be final. The University expects every staff to take his/her annual leave when scheduled.

In exceptional cases where a staff works part of his/her annual leave at the University’s request, the employee’s remuneration for such work shall be at the regular rate. No staff shall be asked to work more than half of the annual leave period to which he/she is entitled.

In case of termination of employment for any reason whatsoever, a staff with more than one year's service shall be paid for approved accrued annual leave days accumulating up to the date of his/her termination in that year.

The University shall not terminate any staff during an approved leave, nor give the notice of termination during such a leave.

B. Holidays:

The University shall observe the holidays considered official by the Lebanese Government for the private sector.

Staff working on a holiday shall be given compensatory time off. If this cannot be arranged they shall be paid for the day worked at their regular hourly rate.

C. *Bereavement Leave*

LAU will be guided by the principles specified in the Lebanese Labor Law with regards to bereavement leaves.

A compassionate leave of absence with full pay of three calendar days shall be granted to staff who are bereaved by the loss of their father, mother, brother, sister, spouse, child and two days for in-laws, uncles, aunts, grandchildren, child's spouse and grandfathers or grandmothers.

Special consideration shall be given to additional compassionate leave on the death of the spouse or child of the staff.

D. *Family Leaves*

Family Leaves are composed of three types of leaves that are granted to all full-time Faculty and full-time Staff members. These leaves are Maternity Leave, Paternity Leave and Family Care Leave.

i. *Maternity Leave*

The period of fully-paid maternity leave applicable respectively to full-time staff, full-time faculty and full-time faculty of Gilbert and Rose-Marie Chagoury School of Medicine, as well as the corresponding rules are detailed below and in the "*Family Leaves Procedure*".

The maternity leave period may be followed by post-maternity flexible work arrangements including reduced teaching load or working hours. These arrangements shall be set by LAU, taking into consideration at all times the academic and business/operational continuity as well as the job nature and its specificities.

The post-maternity flexible work arrangements shall be detailed in the "*Family Leaves Procedure*" upon which the post maternity arrangements shall become applicable and in effect.

a. ***Maternity Leave For Full-Time Female Staff Members***

All full-time female staff members shall be entitled to Fifteen (15) consecutive calendar weeks, the equivalent of one hundred and five (105) calendar days, of maternity leave with full pay.

Maternity leave shall not affect any entitlement to annual leave and both may be taken sequentially if work requirements permit as determined by the University.

b. ***Maternity Leave For Full-Time Female Faculty members at All Schools in tenure and non-tenure tracks and Visiting Faculty.***

Full-Time Female Faculty members at all Schools, in tenure and non-tenure tracks and the Visiting Faculty appointed under a 2 year contract and with at least 1 year of consecutive service as visiting faculty, are to be granted an extended time following or preceding delivery of their new-born,

which consists of 105 days, the equivalent of 15 weeks of fully paid maternity leave, in addition to the remainder time of the applicable term.

- To preserve academic continuity, the maternity leave shall start at the beginning of a semester, accordingly the start of the maternity may follow or precede delivery as per the modalities detailed in the “Family Leaves Procedure”.
- For faculty on tenure track, eligibility for promotion will not be affected, the grace period for each pregnancy shall be a one-year deferral per pregnancy, not to exceed a 2-year maximum.

c. Maternity Leave For Full-Time Female Faculty members at the Gilbert and Rose- Marie Chagoury School of Medicine

All full-time female faculty, in tenure and non-tenure tracks, hired by the Gilbert and Rose- Marie Chagoury School of Medicine, shall be entitled to Fifteen (15) consecutive calendar weeks, the equivalent of one hundred and five (105) calendar days, maternity leave with full pay.

Eligibility for promotion will not be affected for faculty on tenure track, the grace period for each pregnancy shall be a one-year deferral per pregnancy, not to exceed a 2-year maximum.

ii. Paternity Leave

All Full-Time male faculty and staff members shall be entitled to ten (10) consecutive calendar days of paternity leave with full pay. The paternity leave modalities shall be detailed in the “Family Leaves Procedure”.

The paternity leave period may be followed by post-paternity flexible work arrangements including reduced teaching load or working hours. These arrangements shall be set by LAU, taking into consideration at all times the academic and business/operational continuity as well as the job nature and its specificities.

The post-paternity flexible work arrangements shall be detailed in the “Family Leaves Procedure” upon which the post paternity flexible arrangements shall become applicable and in effect.

Paternity leave shall not affect any entitlement to annual leave and both may be taken sequentially if work requirements permit as determined by the University.

iii. Family Care Leave

All Full-Time Faculty and staff may be granted a Family Care Leave to cater for a direct family member suffering from a critical medical condition. This leave allows flexible working arrangements and/or reduced teaching load or working hours as determined by LAU. These arrangements should at all times take into consideration the academic and business/operational continuity as well as job nature and specificities. Modalities of the family

care leave, coverage scope, eligibility criteria and required documentation shall be detailed in the “Family Leaves Procedure” upon which the Family Care Leave arrangements shall become applicable and in effect.

E. Sick Leave:

- A staff unable to report to work due to sudden sickness will be eligible for up to three consecutive days without a medical report.
- The staff should ensure that the supervisor is informed of the sick leave as soon as possible and the supervisor must in turn notify the Human Resources Department of such absence.
- The staff whose sickness is confirmed by a medical report shall be entitled to sick leave and pay in accordance with the following schedule:

Staff’s Length of Service	Sick Leave and Pay Entitlement
a) 3 months to 2	15 days at full pay & 15 days at half pay
b) 2 years to 4 years	1 month at full pay & 1 month at half pay
c) 4 years to 6 years	1½ months at full pay & 1½ months at half pay
d) 6 years to 12 years	2 months at full pay & 2 months at half pay
e) 12 years and above	2½ months at full pay & 2 ½ months at half pay

- Holidays and weekends falling within sick leave period are considered as part of the sick leave entitlement.
- The University reserves the right to ask for a medical report by a University designated physician.
- The staff may be deprived of the sick leave and pay entitlement if he/she fails to comply with the requirements specified herein above.
- In the event that the sick leave taken by a staff, in accordance with this section, exceeds one month in any calendar year, the University may reduce their annual leave consistent with the provisions of the Lebanese Labor Law, provided that such leave shall not in any case be reduced to less than eight calendar days.
- The University shall not terminate any staff during their sick leave, nor give them notice of termination during said leave, if the staff is still in the probation period as specified by the Lebanese Labor Law.
- In the event of discharge on medical grounds due to sickness, as defined in this article, the date of discharge shall normally be the date on which the entitlements to paid sick leave and vacations are exhausted.
- Staff cannot claim sick leave during an approved annual leave.
- Staff during the probation period may benefit from 2 days of sick leave provided these two days are counted within their yearly sick leave entitlement.

All categories of staff at LAU are subject to the mandates of the applicable labor laws and regulations.

Article III – Insurance

A. Group Medical Insurance Policy:

All Full-Time faculty and Full-Time staff and their dependents (spouse and children) are entitled to benefit from Group Medical Insurance coverage on a voluntary basis. The terms and provisions of the Group Medical Insurance Policy will be communicated by the Human Resources Department to the University community at the beginning of each academic year.

Faculty and staff coverage in the Group Medical Insurance Policy is designed to meet medical expenses in accordance with the terms of the insurance policy and shall be for up to 60 days for each disability beyond which they shall start benefiting from the Long Term Disablement Insurance Policy.

Staffs are covered by the Medical & Maternity Branch of the Lebanese National Social Security Fund (NSSF). The University provides supplemental insurance coverage to the NSSF for staff and full coverage for faculty. The cost of the Group Medical Insurance Policy is shared by the University and the insured with the University paying 75% of the premiums and the insured paying 25%.

Staff who elect to purchase full insurance coverage or upgrade their coverage through the University may be entitled to do so provided the University pays 75% of the co-NSSF premium they are entitled to.

B. Life and Long Term Disablement Insurance Policies:

LAU shall carry a Group Life and Long Term Disablement Insurance Policy covering all Full-Time faculty (excluding continuing non-tenured faculty members), and all Full-Time staff in job categories “D” and “A”, all unclassified employees.

The Long Term Disability caused by sickness or accident provides (after a 60 calendar day waiting period) 75% of the basic salary up to age 65.

The Group Life Insurance Policy provides twice the annual salary in case of death up to age 70.

C. Unemployment Insurance Policy:

US Nationals are governed, for purposes of unemployment insurance by the provisions of the American Social Security act and applicable IRC sections.

D. Fringe Benefits after Retirement or Death:

1. The medical benefits shall continue to Full-Time faculty and Full-Time staff and their dependents after retirement and for their dependents in case of death, provided that he/she has served LAU for more than ten continuous years.
2. No fringe benefit shall continue to be provided if the dependent child would have:
 - a. completed undergraduate education;
 - b. attained age 22 and is not studying;
 - c. got married; or
 - d. become employed.

Premiums for insurance benefits post retirement or death shall be paid by the University and the retired faculty/staff or the dependents of the deceased faculty/staff on the rate of 50% from each party.

Non-classified employees who retire prior to completion of ten years of service may be given a special consideration as to applicability of the continuity of the insurance benefits and all other post retirement benefits, provided the Board of Trustees approves such exceptional treatment.

E. Worker's Compensation:

All full-time faculty/staff members are covered for any accident befalling them while on duty for the University by an insurance policy carried by the University in accordance with the rules and regulations of the Worker's Compensation Law in Lebanon.

Full-time employees of the University shall draw Worker's Compensation in lieu of their regular salary for such time as they are absent from their work because of any accident befalling them while on duty. Whereas faculty, as well as staff in job categories "A" and "D" and above are entitled to continue on full salary; staff in job categories "P", "M", "O" and "S" may only continue at full salary based upon approval by the Executive Committee of the Board of Trustees in which case payments from Worker's Compensation insurance shall be turned over to the University by the staff.

All staff who suffer from a disability caused by an accident occurring during the course of, or arising out of assigned work are covered by an insurance policy carried by the University in accordance with the Lebanese Laws and Decrees.

F. Family Allowance:

A family allowance is payable by the National Social Security Fund once a month to all eligible staff in accordance with the provisions of the Lebanese Social Security Law.

G. Relief contribution in case of death:

As a contribution to the funeral expenses for a Full-Time faculty/ staff who dies while still working at LAU, the University shall contribute an amount equivalent to two months' salary provided that such contribution is not less than US\$2000 and does not exceed US\$8000. This contribution shall be dispensed to the spouse and/or children of the deceased faculty/staff. If the employee is not married, the post mortem pay shall be given to their legal heirs.

Article IV A– Educational Aid to Dependents

Dependents of Full-Time employees (spouse, children, and adopted children) are entitled to educational benefits up to three dependents, for a period not to exceed 13 school years each. Only a deceased dependent may be replaced by another dependent.

The starting date for eligibility shall commence when the dependent attains age 5 or is placed in KG2 (12eme) by his/her school, whichever comes first. If a dependent attains age 5 before the end of March of the academic year, he/she shall be considered eligible for full academic year benefits.

Educational benefits shall terminate upon the expiration of the 13 years of eligibility,

notwithstanding the school grade attained by the concerned dependent at that time.

Educational benefits received by a spouse of an employee from his/her place of employment shall be deducted from the educational benefits specified above. In the case of staff in job categories "O" and "S", the mandatory amounts stipulated in the Lebanese Labor Law shall not be deducted.

Disbursements of Educational Benefits:

1. Full-Time faculty and Full-Time staff will be entitled to a fixed amount for each of their three dependents. The amount designated for reimbursement for each employee category, will be determined by the President's Cabinet on a yearly basis, and it should not be less than the amounts provided for under the applicable laws. <https://myportal.lau.edu.lb/sites/FS/myhr/Pages/SchoolingLimits.aspx>
2. If a Full-time faculty and Full-Time staff is deceased while still employed and the continuous service at LAU was less than ten years, the educational aid to each of his/her eligible dependents shall continue for the academic year during which the faculty/employee's death occurred.
If a Full-time faculty and Full-Time staff retires while having served at LAU for ten or more years, or is deceased while still employed and the continuous service at LAU was more than ten years, the educational aid to each of his/her eligible dependents shall continue until dependent(s):
 - a. complete undergraduate education;
 - b. attain age 22 and are not studying;
 - c. marry; or
 - d. become employed.

Article IV B- Educational and Other Allowance for University Personnel:

As an incentive to complete their first bachelor degree, University Personnel who have completed at least one year of service are entitled to take one undergraduate course each semester (not tutorial) free of charge. Only one additional undergraduate course may be taken but the hours must fall outside the working schedule and the staff member must pay for the course.

The staff member may be allowed to take an undergraduate course related to their field of work. This course shall be charged to the Department/Division upon the recommendation of the supervisor and the approval of the Administration.

Office hours lost in class attendance shall be made up under all circumstances.

Make-up hours shall have to be arranged with the Division Chair or the immediate supervisor.

The whole package must be approved by the Vice President for Administration, prior to registration.

University Personnel seeking a bachelor's degree may take only one undergraduate course each summer session outside their working hours but must pay for the courses.

A staff member, who earns a University degree through utilizing Article IV B, is required to serve the University for a period of at least one year after earning an AAS degree, or for at least two years after earning a BA/BS degree. Those who do not serve for the above period have to reimburse the University the full tuition fees for the program taken.

Article V – Travel Benefit for Full-Time Faculty

Faculty members who are not citizens of Lebanon and/or who do not ordinarily live in Lebanon shall normally be given round trip travel reimbursement for themselves and their legal dependents (spouse and children under 18 years of age), such reimbursement to be specifically provided in their contracts. The University will provide such personnel return air travel to their country of origin every three years. An economy return ticket will be provided for those individuals whose contracts are not renewed or are terminated. And this is for direct round trip air passage, economy or tourist class including a baggage allowance of 10% of the price of their tickets for their first flight to Beirut and their final return flight to their home upon termination. Should the full contract not be fulfilled by the faculty, an amount proportionate to the time spent of the total round trip expenses will be reimbursable.

Article VI – Indemnity Provision and Pension Plan

VI.A The purpose of LAU’s retirement plan is to encourage LAU personnel to build and continue their careers at the Lebanese American University.

- End of Service Indemnity and *Ex-gratia* in lieu of end of service indemnity
The University notes that it observes for full-time faculty members their right to get one month pay for each year’s service at LAU, and One and a half month for each year over 20 years of service at LAU as *ex-gratia* in lieu of end of service indemnity.

Full time staff are entitled to end of service indemnity pursuant to the Lebanese National Social Security Fund laws and regulations.

Full time faculty members and staff who are US nationals or US permanent residents, are subject to the United States Social Security Act.

- Pension Plan
All full-time faculty and staff are eligible to participate in the University Pension Plan pursuant to the terms of the 403(b) plan document for US nationals and the defined contribution retirement plan document for all non-US nationals. The plan documents are amended from time to time by the University and are available on LAU portal.

VI.B All types of extra compensation agreed upon in consideration of administrative duties to be provided by full time faculty, are to be indemnified upon the termination of the administrative duty at the conclusion of each administrative assignment.

This corresponding *ex-gracia* in lieu of indemnity is calculated on the basis of the additional percentage of the last monthly salary multiplied by the years of service at LAU.

Article VII – Retirement

The University observes the mandates of the Lebanese Laws with respect to retirement age as previously detailed in this Policy.

Upon recommendation of the Vice- President for Administration and decision of the President, extensions of service beyond the retirement age for staff members may be made for definite periods not to exceed one year at a time. Such extensions shall not go beyond the end of the academic year in which age 65 is attained.

Article VIII – Campus Housing

Limited campus housing is available, with priority given to faculty members who are foreign nationals.

The apartments and rooms are available at a price less than off-campus housing. When campus housing is not available, the University shall pay new comers for an off-campus apartment the amount of rent exceeding twenty five percent (25%) of his/her annual salary, up to a maximum of ten percent (10%) of the contract per year and applicable for the first two years of service at LAU.

Article IX – Campus Entertainment and Recreation

Accessibility:

All University personnel and their dependents are encouraged to use the recreational facilities of the University at the time regularly scheduled for such activities.

Article X – Continuous Service Recognition

The University gives official recognition to staff's continuous service and contribution through the presentation of appropriate service emblems and special awards.

This program covers all University Personnel, regardless of job or grade, who have at least completed ten years of service and contributed to the stability and continuity of the University's operations.

Article XI- Benefits of Staff working on sponsored awards

Notwithstanding any other provision to the contrary in the *Personnel Policy- Staff Section and/or the Personnel Policy-Benefits Section*, the staff working on sponsored awards pursuant to Article X of the *Personnel Policy- Staff Section*, shall solely benefit from one or more of the below, as mentioned in their contracts and taking into consideration their work schedule to be determined by the University:

- 1- Education allowance for their dependents pursuant to the applicable Lebanese laws and regulations;
- 2- Transportation allowance pursuant to the applicable Lebanese laws and regulations and any variation thereto as mandated by LAU.

- 3- Leaves and Holidays pursuant to Article II of the Personnel Policy- Benefits Section.
- 4- LAU Group Medical Insurance Policy, subject to the conditions and coverage limits as determined by the University on yearly basis and announced to the concerned.

Article XII – General Provision

The University shall provide the proper procedures to implement this Policy effectively. The University reserves the right to amend any provision in this Policy provided vested rights are protected.

Exceptions to policy related to salary, working conditions, or fringe benefits, to meet special circumstances, may be made by the Executive Committee of the Board of Trustees upon recommendation of the President.

Article XIII – Effective Date

The foregoing Personnel Policy-Benefit Section was amended by the Board of Trustees on April 4&5, 2024 and shall be effective as of April 5, 2024. This Policy was adopted on June 6&7, 2003 and amended on the following dates: March 9& 10, 2006; September 14&15, 2006; March 8&9, 2007; September 6&7, 2007; March 19&20, 2009; September 15 & 16, 2011; March 23&24, 2012; March 27&28, 2014; September 18&19, 2014; September 6&7, 2018; March 21&22, 2019; September 5&6, 2019; March 24&25, 2021; March 23&24, 2022 and September 8&9, 2022.