
Hours accrued into the paid leave bank are to be used for time off of work. The accrual rate for this bank is made up of vacation days based on length of service/relevant work experience (see above), 10 holidays, and 6 short-term sick days. Paid leave is accrued biweekly based on work or leave hours reported, up

For online information on employee benefits, please visit the benefits website at www.andrews.edu/services/hr/current_employees/benefits/. For Andrews University Employee Benefits Management System website (bswift), please visit www.andrews.edu/go/mybenefits. Questions? Contact the employee benefits office at (269) 471-3886 or email benefits@andrews.edu.