



ABOUT FAD

Harvard's Financial Administration Department (FAD) is dedicated to supporting the teaching and research missions of Harvard University by providing outstanding financial services to the Harvard community; by providing support, guidance and consultation; by working to ensure compliance with University and federal guidelines; by mitigating risk; and by promoting the financial health of the University.

FAD is responsible for oversight of the University's finances, including efficient and accurate transaction processing, financial reporting, budgeting and financial planning, cash and debt management, internal audit services, risk management and sponsored program administration, capital planning services and administrative systems services.

TRANSPORTATION & COMMUTING

MBTA PASSES

- 50 percent subsidy on monthly bus, subway, commuter rail and commuter boat passes
- Pretax savings private transit passes and commuter checks, up to the IRS pretax limit of \$130 per month
- Pretax savings on parking expenses related to commuting by MBTA up to the pretax limit of \$250 per month.

PARKING

- Annual parking permits are sold by Parking Services
- Applications for annual permits or one-day and off-hours permits may be made online or at the office of Parking Services.
- Parking is limited, so there may be a waiting list for some lots and garages.
- There is preferred parking available for low-emitting and fuel-efficient vehicles.

For more information or to place orders visit:
Transportation.Harvard.edu

Tuition Assistance Plan (TAP)

- You can take single classes or work towards a degree for as little as \$40 per course at the Extension School.
- The Tuition Reimbursement Plan reimburses you for eligible courses at another accredited institution.

The Center for Workplace Development (CWD)

- Providing opportunities for employees to learn, grow and prepare for changes in the organization
- supporting leaders and consulting with clients to increase organizational and individual capability
- offering high-quality classroom instruction and online learning for management, career and skill development

FAD ORGANIZATION

The department, led by the Vice President of Finance, is comprised of eight reporting units:

- Capital Planning and Project Services
- Office of the Controller
- Office of Finance and Administration
- Office of Financial Strategy and Planning
- Office for Sponsored Programs
- Office of Treasury Management
- Risk Management and Audit Services
- Strategic Procurement

MISSION

To consistently deliver high-quality, innovative service and leadership in financial planning, analysis, operations and compliance, in support of Harvard's teaching and research objectives.

We aspire to provide the Harvard community with outstanding financial services to enable the dissemination of knowledge and the advancement of intellectual discovery. We commit to steward the University's assets efficiently, such that resources are assured for current and future generations of faculty and students.

BENEFITS

As a new benefits-eligible employee, **you have 30 days from your date of hire** to enroll in certain benefits. These benefits include:

- Medical
- Dental
- Flexible Spending Accounts (FSAs)
- Long Term Disability
- Life Insurance

Once you [enroll online via PeopleSoft](#), your coverage and costs will be retroactive to your date of hire. You will find an enrollment guide in the new employee packet mailed to your home address from the Benefits office.

BENEFITS OFFICE

Location: Smith Campus Center; 6th Floor
Phone: 617-496-4001
Email: benefits@harvard.edu

MESSAGEME - Harvard's Emergency Notification System

- Allows the University to quickly distribute critical information wherever you are located, during an emergency.
- Helps you to stay informed in the event of an emergency by sending alerts to your personal electronic device through text messaging, voice, and/or email.
- Alert the Harvard Community of critical events that are either in progress or to provide a warning if an event is about to occur.



HOLIDAYS

The University is closed on the following days:

- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve 1/2 day
- Winter Recess: Christmas Day through New Year's Day

SICK TIME

- Employees earn one paid sick day per month (12 per year).
- Sick time may be used to care for yourself.
 - You may also use up to 12 days per fiscal year to care for a sick member of your family or household.
- You may carry these days over from one year to the next, up to a maximum of 130.

INCLEMENT WEATHER POLICY

Decisions to close and/or delay business operations are made by the Office of the EVP and are communicated in one or more of the following ways:

- Updates on harvard.edu
- Email from the Executive Vice President
- MessageMe Alert

No messages will be sent if there is no change to regular working hours.

You can find the full inclement weather policy on the [EVP website](#).

Essential Personnel

Certain positions are designated as essential. Managers are expected to reach out to all essential personnel prior to and during any major weather event to clarify which essential personnel need to be on campus or if they may work remotely.

If your manager has not notified you that your position is essential during a given weather event, please do not come in to work when normal operations are suspended.

Employees should use their best judgment regarding inclement weather, even when the University has not suspended operations. If you believe travel is unsafe or have other concerns, please contact your manager directly. You should never put yourself in a dangerous situation just to make it in to work.

PAID TIME OFF

Staff members must request paid time off using PeopleSoft. Managers will approve time off requests there.

- Although this is an automated system, it's important to discuss time off with your manager prior to taking time out of the office.

VACATION ACCRUALS

Employee Status	Annual Vacation	Maximum Accrual
Professional & Admin staff with up to 5 years of service	4 weeks per year	30 days
Non-bargaining unit Support Staff with up to 5 years of service	3 weeks per year	30 days
Professional & Admin Staff and non-bargaining Support Staff with 5 or more years of service	4 weeks per year	40 days

PERSONAL DAYS

Employees are given three personal days each calendar year. These days are given on January 1st and must be used by December 31st. Personal days cannot be carried over into the next calendar year and new employees must complete the Orientation & Review. Personal days are pro-rated for new hires based on their hire date as follows:

Date of Hire	Number of Days
Jan. 1- Mar. 31	3 days
Apr. 1 - Jun. 30	2 days
Jul. 1 - Sep. 30	1 day
Oct. 1 - Dec. 30	0 days

- * Please note that new employees must complete the Orientation & Review period prior to using any PTO.