



# Voluntary Benefits At-a-Glance

## Leave Benefits

### Annual Leave: 104 hours per year

Annual leave is accrued based on years of service and prorated if working part-time.

Less than 5 years = 4 hours accrual per pay period

At least 5 and less than 10 years = 5 hours accrual per pay period

At least 10 and less than 20 years = 6 hours accrual per pay period

20 years or more = 7 hours accrual per pay period



### Sick Leave: 104 hours per year

Sick leave is accrued based on the number of hours worked in the pay period and accrues at a maximum of four (4) hours per pay period.

### Bereavement Leave

Management may grant at least three work days of bereavement leave with pay, for each occurrence of death in accordance with DHRM rule R477-7-9. Leave must be coordinated with the employee's supervisor.

## Voluntary Benefits & Discount Programs

### Mental Wellness Leave

Benefit eligible employees receive four hours of administrative leave each fiscal year to help meet the mental health needs of state employees.



### Employee Discount Programs

A variety of vendors offer state employee special discounts on products and services. These can be found on the [Employee Gateway](#). [PEHPplus](#) provides savings on various healthy lifestyle products and services to PEHP Members and their dependents. They frequently add new discounts, categories, and vendors to this program, so check back often.

### Pet Insurance

With pet insurance you can choose the level of care you want for when your pet is hurt or sick.

[CLICK HERE](#) to see options for coverage.



### Home & Auto Insurance

Farmers and Liberty Mutual both offer discounts and payroll deduction to state employees on home and auto insurance. For further details about coverage options and premiums please contact them directly.

[CLICK HERE](#) for contact information



### Short Term Disability

Optional voluntary benefit designed to pay a portion of an employee's salary should they be unable to work due to a non-occupational illness or injury.

[CLICK HERE](#) for more information

### Legal Plans

When you enroll in the [MetLife Group Legal Plan](#), you will receive legal representation or advice for a wide range of legal matters such as preparing a will, family law or other unexpected legal matters.



### Tuition Reimbursement

The state of Utah values its highly skilled and highly educated workforce and encourages the ongoing development of its employees. Some state of Utah departments offer tuition assistance and others have internal training programs to facilitate professional development. Ask your HR team for more information.



division of  
**Human Resource  
Management**

[Click here](#), for a more inclusive list of benefits offered by the State of Utah

For all of your benefit questions,  
[AskHR](#) or call the ERIC at 801.957.9380