Paid Time Off (PTO)

Full-time professional staff receive 21 vacation days per year (26 days after 10 years of service) and one personal day (2 days after 10 years of service). An additional bonus leave of one month is awarded after 20 years of service.

This time may be used for purposes such as:
- Vacations
- Family illness
- Personal appointments that must be scheduled during working hours
- Home emergencies
- Your inability to get to work during inclement weather
- Attendance at funerals not including bereavement leave
- Observance of religious holidays
- Community involvement and volunteer work
- School-related activities with your child

While personal days expire at the end of the year if unused, vacation accruals can be “carried over” from year to year, up to a maximum accrual total of twice your annual vacation accrual level. Should any vacation accruals remain at the time of employment termination, you will be provided a lump sum payment for these days at your last salary rate.

Holidays

In addition to PTO, Teachers College observes the following paid holidays.
- New Year’s Day;
- Martin Luther King Jr. Day;
- The Friday of the Academic Spring Holiday;
- Memorial Day;
- July 4;
- Labor Day;
- Thanksgiving;
- Friday after Thanksgiving;
- Christmas Day;
- Week between Christmas Day and New Year’s Day

Tuition Exemption

Full-time professional staff and Instructors hired on or after January 1, 2004 are eligible to receive tuition exemption up to a maximum of 12 credits per fiscal year at Teachers College or 9 credits per year if enrolled in a degree program at Columbia University. These credits may not be carried over into a new fiscal year.

Spouses and same-sex domestic partners (by affidavit) of full-time faculty receive unlimited tuition at Teachers College. Spouses and same-sex domestic partners of full-time instructional and professional employees may receive the unused portion of the employees’ tuition at Teachers College. Spouses and eligible partners of employees hired after January 1, 2004 have a six-month waiting period.

Annual Tuition Assistance for Dependent Children

Teachers College: Full tuition in a degree program at TC. There is a six month waiting period to be eligible for the benefit.

Undergraduate School: Teachers College will pay up to a maximum of 35% of Columbia’s College’s tuition towards the annual tuition (exclusive of fees) for children enrolled in a degree granting program at undergraduate colleges and universities. This includes undergraduate schools of Columbia University/Barnard, and non-Columbia undergraduate colleges and universities. The college will pay the equivalent of 8 semesters of full time study in an undergraduate degree program. Tuition assistance may also be available in situations which the specific undergraduate program requires additional coursework beyond the eight semesters of full time study.

Secondary Schools: Children of full-time faculty and Professional staff residing in Manhattan are eligible to receive $700 per year for private secondary schools (grades 7-12). There is a three-year waiting period to be eligible for the benefit.

Children of full-time academic staff appointed on or prior to January 18, 1979: When children of full-time faculty, instructional and professional staff members have been admitted to study, full tuition allowance is available to them at Teachers College. To be eligible for a tuition grant at Columbia University, the student must be enrolled in a degree program in either the undergraduate or graduate school in which case Teachers College will pay the full cost of tuition.

Complete information regarding the tuition policy is available in Human Resources. All benefits are subject to modification by trustee action and Government regulations.

Employee Assistance Program (EAP)

The EAP is administered by Employee Development Center, a private firm specializing in employee assistance programs. The EAP provides professional assistance to you, your spouse, children, immediate family or life partner to resolve personal and family problems on a confidential basis. Any help you receive from the EAP is completely confidential and is not shared with Teachers College. If you need assistance, you can call and speak to an EAP counselor. Counselors are available 24 hours a day, including holidays. The toll-free phone number to call is: (800) 272-7255.