

## HENRY MEDICAL CENTER BENEFITS BY EMPLOYMENT STATUS

1. Employees must enroll in benefit plans within 30 days of hire or status change.
2. If more than 30 days from qualifying event, then employee will not be eligible for benefits until "Open Enrollment" for the next effective date of January 1.
3. Medical, Dental, Pharmacy and Vision coverage are effective 30 days after hire date if application is submitted within 30 days.
4. Detail information on the benefit plans are available on Henry Medical Center Intranet, HMC home page, Department, HR Benefits, Health Plan Information.

BENEFIT			FULL-TIME 72 -80 hours per pay period			PART-TIME with Benefits 40-71 hours per pay period		
<b>PAID TIME OFF (PTO)</b>		<b>Years of Service :</b>						
Used for vacation, holidays,		Less than 5 years	7.38 hrs. pp. (24 days per year)			3.69 hrs. pp. (12 days per year)		
personal business and the		5 to 10 years	8.62 hrs. pp. (28 days per year)			4.31 hrs. pp. (14 days per year)		
first 24 hours of an		10 to 15 years	9.32 hrs. pp. (30 days per year)			4.62 hrs. pp. ( 15 days per year)		
illness or injury		15 to 20 years	9.85 hrs. pp. (32 days per year)			4.92 hrs. pp. (16 days per year)		
		20+ years	10.46 hrs. pp. (34 days per year)			5.23 hrs. pp. (17 days per year)		
<b>EXTENDED ILLNESS BANK</b>	<b>(After 24 hrs/PTO)</b>	<b>NA</b>	6 days			3 days		
<b>BEREAVEMENT LEAVE</b>	<b>(See elig.relatives)</b>	<b>NA</b>	24 hours			16 hours		
	<b>Vendor /Contact</b>	<b>Phone Number</b>	<b>Non-Tobacco/Tobacco User</b>			<b>Non-Tobacco/Tobacco User</b>		
<b>INSURANCE:</b>			PPO	PPO	HSA	PPO	PPO	HSA
<b>Medical, Rx and Vision</b>	Aetna	877-320-4580	Plan I	Plan II	Plan III	Plan I	Plan II	Plan III
Employee only	Aetna	877-320-4580	\$65/80pp \$15/30pp	\$45/60pp		\$130/160pp	90/120pp	30/60pp
Employee + Child(ren)	Aetna	877-320-4580	\$145/160pp \$50/65pp	\$120 /135pp		\$290/320pp	240/270pp	100/130pp
Employee+ Spouse or Employee+Spouse+Child(ren)	Aetna	877-320-4580	\$165/180pp \$80/95pp	\$140/155pp		\$330/360pp	280/310pp	160/190pp
H.S.A. Financial questions	Aetna	866-365-1043						
<b>Dental</b>	Aetna	877-238-6200						
Employee only	Aetna	877-238-6200	\$9.00/pp			\$14.00/pp		
Employee+ Spouse or Employee+Spouse+Child(ren)or Employee + Child(ren)	Aetna	877-238-6200	\$18.00/pp			\$34.00/pp		
<b>Basic Life Insurance</b> (Annual Salary up to \$100,000 max.)	Sun Life	800-247-6875	FREE			FREE		
<b>Long Term Disability</b>	CIGNA	After 1 year	FREE			Not Eligible		
<b>Short Term Disability</b>	American Public	770-971-3290	Employee Pays			Employee Pays		
<b>Cancer and Specific Disease Insurance</b>	Allstate	770-971-3290	Employee Pays			Employee Pays		
<b>Additional Life Insurance</b>	Allstate	770-971-3290	Employee Pays			Employee Pays		
<b>Accident Plan</b>	Allstate	770-971-3290	Employee Pays			Employee Pays		
<b>PENSION</b>								
Employee pre-tax contributions in 403(b) up to IRS limits	Lincoln Financial	Christie Cook 770-910-2317	Eligible			Eligible		
<b>OTHERS</b>								
<b>Tuition Reimbursement</b>	Cindy Harper	X-5029	75% reimb.-\$4,000 max./yr.			37.5% reimb.-\$2,000 max./yr.		

<b>Hospital Discount</b>	Patient Accounts	X-2451	50% of employee portion - excluding ER visits	25% of employee portion - excluding ER visits
<b>Cafeteria Discount</b>	Bonnie Waldo	X-1011	Eligible	Eligible
<b>Direct Deposit</b>	Cindy Harper	X-5029	Eligible	Eligible
<b>Pre-tax Spending Accounts: Child Care or Medical Bills</b>	Benefit Alternatives	Edith Collins 770-993-8683	Eligible	Eligible