

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		Years of Service :	FULL-TIME 72 -80 hours per pay period			PART-TIME with Benefits 40-71 hours per pay period		
PAID TIME OFF (PTO)								
Used for vacation, holidays, personal business and the first 3 days of an illness or injury		Less than 5 years 5 to 10 years 10 to 15 years 15 to 20 years 20+ years	3.38 hrs. pp. (87.88 hrs per yr)			1.69 hrs. pp. (43.94 hrs per yr)		
EXTENDED ILLNESS BANK	(After 3 PTO days)	NA				6 days		3 days
BEREAVEMENT LEAVE	(See elig.relatives)	NA				24 hours		16 hours
	Vendor /Contact	Phone Number	Non-Tobacco/Tobacco User			Non-Tobacco/Tobacco User		
INSURANCE:			PPO	PPO	HSA	PPO	PPO	HSA
Medical, Rx and Vision	Aetna	877-320-4580	Plan I	Plan II	Plan III	Plan I	Plan II	Plan III
Employee only	Aetna	877-320-4580	\$65/80	\$45/60	\$15/30	\$130/160	\$90/120	\$30/60
Employee + Child(ren)	Aetna	877-320-4580	\$145/160	\$120/135	\$50/65	\$290/320	\$240/270	\$100/130
Employee+ Spouse or Employee+Spouse+Child(ren)	Aetna	877-320-4580	\$165/180	\$140/155	\$80/95	\$330/360	\$280/310	\$160/190
H.S.A. Financial questions	Aetna	866-365-1043						
Dental	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
Basic Life Insurance (Annual Salary up to \$100,000 max.)	Sun Life	800-247-6875			FREE			FREE
Long Term Disability	CIGNA				FREE			Not Eligible
Short Term Disability	American Public	770-971-3290			Employee Pays			Employee Pays
Cancer and Specific Disease Insurance	Allstate	770-971-3290			Employee Pays			Employee Pays
Additional Life Insurance	Allstate	770-971-3290			Employee Pays			Employee Pays
Accident Plan	Allstate	770-971-3290			Employee Pays			Employee Pays
PENSION								
Employee pre-tax contributions in 403(b) up to IRS limits	Lincoln Financial	Christie Cook 770-910-2317			Eligible			Eligible
OTHERS								
Tuition Reimbursement	Cindy Harper	X-5029			75% reimb.-\$4,000 max./yr.			37.5% reimb.-\$2,000 max/yr.
Hospital Discount	Patient Accounts	X-2451			50% of employee portion - excluding ER visits			25% of employee portion - excluding ER visits
Cafeteria Discount	Bonnie Waldo	X-1011			Eligible			Eligible
Direct Deposit	Cindy Harper	X-5029			Eligible			Eligible
Pre-tax Spending Accounts: Child Care or Medical Bills	Benefit Alternatives	Edith Collins 770-993-8683			Eligible			Eligible