

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			PART-TIME with Benefits		
			72 -80 hours per pay period			40-71 hours per pay period		
PAID TIME OFF (PTO)		Years of Service :						
Used for vacation, holidays, personal business and the first 3 days of an illness or injury		Less than 5 years	7.38 hrs. pp. (24 days per year)			3.69 hrs. pp. (12 days per year)		
		5 to 10 years	8.62 hrs. pp. (28 days per year)			4.31 hrs. pp. (14 days per year)		
		10 to 15 years	9.23 hrs. pp. (30 days per year)			4.62 hrs. pp. (15 days per year)		
		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)		
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	\$50/64	\$35/49	\$15/29	\$90/104	\$70/84	\$40/54
Employee + Child(ren)	Aetna	877-320-4580	\$130/144	\$105 /119	\$55/69	\$205/219	\$160/174	\$95/109
Employee+ Spouse or Employee+Spouse+Child(ren)	Aetna	877-320-4580	\$150/164	\$125/139	\$75/89	\$235/249	\$180/194	\$125/139
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		
PENSION								
Employee pre-tax contributions in 403(b) up to IRS limits	Lincoln Financial	Christie Cook 678-579-9775	Eligible			Eligible		
HMC matching contributions in 401(a) up to 3% of annual pay	Lincoln Financial	Christie Cook 678-579-9775	Eligible after 1 year w/1,000 hours + age 21. Vesting = 3 yrs.			Eligible after 1 year w/1,000 hours + age 21. Vesting = 3 yrs.		
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	Kim Parrott	X-5030	Eligible			Eligible		
Pre-tax Spending Accounts: Child Care or Medical Bills	Benefit Alternatives	Edith Collins 770-993-8683	Eligible			Eligible		
Georgia Federal Credit Union		770-474-3600	Eligible			Eligible		