



**HOLY FAMILY
INSTITUTE**

Restoring Hope, Transforming Lives

**2021
TO
2022
BENEFITS
SUMMARY**

Holy Family Institute – 2021-2022 Benefits Summary Overview

| BENEFIT | COVERAGE | | | | | | | | |
|--|--|------------|-------------|------------------------------|------------------------------|------------------------|------------------------|-----------------------|------------------------|
| Medical Benefits with P&A Group | Highmark Performance Blue Flex PPO \$5000 Plan with choice of levels of coverage HFI subsidizes deductible only with P&A Group Eligibility 1 st of month after 30 days' service Benefit includes \$20 copay for PCP office visits; \$30 for specialist; 100% coverage for preventive services Annual Deductible w/ P&A Group -- \$500/individual; \$1,000/family or \$1,500/individual; \$3,000/family | | | | | | | | |
| Prescription Drug Benefits | 31 day (Retail) supply: 30% coinsurance \$15 minimum/\$100 maximum per script 90 day (Mail Order) supply: 30% coinsurance [mandatory after 2 refills at retail pharmacy] \$30 minimum/\$200 maximum per script | | | | | | | | |
| Dental Benefits | Delta Dental of PA plans with choice of 2 levels of coverage Eligibility 1 st of month after 30 days' service <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Low</u></td> <td style="text-align: center;"><u>High</u></td> </tr> <tr> <td>100% for preventive services</td> <td>100% for preventive services</td> </tr> <tr> <td>50% for basic services</td> <td>80% for basic services</td> </tr> <tr> <td>0% for major services</td> <td>50% for major services</td> </tr> </table> | <u>Low</u> | <u>High</u> | 100% for preventive services | 100% for preventive services | 50% for basic services | 80% for basic services | 0% for major services | 50% for major services |
| <u>Low</u> | <u>High</u> | | | | | | | | |
| 100% for preventive services | 100% for preventive services | | | | | | | | |
| 50% for basic services | 80% for basic services | | | | | | | | |
| 0% for major services | 50% for major services | | | | | | | | |
| Vision Benefits | Highmark Vision PPO Plan covering eye exam, lenses and frames annually Eligibility 1 st of month after 30 days' service | | | | | | | | |
| Flexible Spending Accounts (FSAs) Health Care: | Eligibility 1 st of month after 30 days' service Minimum plan year contribution of \$260 Maximum plan year contribution of \$2,750 Permitted to carry over up to \$550 of unused account balance into new plan year | | | | | | | | |
| Dependent Day Care: | Minimum plan year contribution of \$260 Maximum plan year contribution of \$5,000 (\$2,500 if married and filing separate tax returns) | | | | | | | | |
| Life Insurance/Accidental Death & Dismemberment (AD&D) | Company provides 1½ times the annualized base salary up to maximum of \$100,000 for both life & accidental death. Eligibility 1 st of month after 30 days' service. | | | | | | | | |
| Voluntary Life Insurance Employee Coverage | Eligibility 1 st of month after 30 days' service Employees working at least 20 hours/week may purchase a minimum of \$10,000 in additional coverage to maximum of \$100,000 in increments of \$10,000; cost based on age at each July 1 st . | | | | | | | | |
| Spouse Coverage | May purchase the lesser of 50% of employee election or \$50,000; cost based on age at each July 1 st . | | | | | | | | |
| Children (birth to age 26) | May purchase: Birth to 6 months: \$1,000; 6 months to age 26: \$5,000 or \$10,000 Cost of coverage for children same no matter how many children are covered | | | | | | | | |
| Short-Term Disability (STD) (Fulltime employees only) | 60% of base weekly salary up to maximum of \$600/week for up to 11 weeks for illness or injury that is not job related (14-calendar day waiting period). Eligibility 1 st of month after 3 months' service. | | | | | | | | |
| Long-Term Disability (LTD) (Fulltime employees only) | 60% of base monthly salary up to maximum of \$4,000/month after you have been continually disabled for at least 90 days for illness or injury that is not job related. Eligibility 1 st of month after 3 months' service. | | | | | | | | |
| 401(k) Retirement Plan | Employees may make voluntary contributions 1 st of month following 30 days of service Discretionary employer match after 1 year of service; currently 50% of employee's elected contribution up to first 6% of contributions (i.e., employee contributes 6%; employer match is 3%). Choice of pre-tax and/or Roth contributions Auto Enrollment Feature Full vesting after 3 years | | | | | | | | |
| Vacation (10-mo. school employees not eligible) | | | | | | | | | |
| Fulltime Employees & Fulltime 12-Month School Employees | Annual accrual of 80 to 200 hours based upon years of service Accrual begins 1 st full pay period worked | | | | | | | | |
| Part-time Employees | Employees regularly scheduled for 20 but less than 40 hours per week accrue on a pro-rated schedule consistent with regularly scheduled hours | | | | | | | | |
| Holidays | Company provides 12 paid holidays per calendar year; 10 mo. hourly school employees are eligible for 10 paid holidays. Immediate eligibility. | | | | | | | | |
| Sick Time Fulltime Employees & Fulltime 12-Month School Employees | Accrue at rate of 64 hours (8 days) per year up to maximum of 480 hours; cannot be taken until completion of 3 mos. service. | | | | | | | | |
| Fulltime 10-month School Employees | Receive 80 hours upon hire; 80 hours/school year thereafter, up to maximum of 480 hours | | | | | | | | |
| Part-time Employees | Accrue 1 hour for every 35 hours worked, up to maximum of 480 hours; cannot be taken until completion of 3 mos. service. | | | | | | | | |
| Personal Time (Fulltime employees only) | 2 days per year after 1 year of service (awarded 1st full pay period after 1 year) Fulltime 10-month school employees receive 2 days upon hire and beginning of each school year thereafter; must be used during school year (August to June) | | | | | | | | |

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| Bereavement Leave | Up to 3 days of paid leave upon the death of member of immediate family; 2 days for close relative outside immediate family. Immediate eligibility. |
| Tuition Reimbursement (Fulltime employees only) | 6 months to 2 years of service, maximum \$600/fiscal year; more than 2 years of service, maximum \$1,200/fiscal year Grade of "C" ("B" for graduate courses) or better is required |
| Tuition Discounts (Fulltime employees only) | Tuition discounts available from several local colleges & universities as long as participating in Company Tuition Reimbursement Program Specific course of study may apply |
| Employee Assistance Program (EAP) | Lytle EAP Partners provides confidential 24-hour, toll-free hotline and Web site with information and up to 6 counseling sessions for almost any life issue such as: family, childcare, financial, legal, and many more. Immediate eligibility. |
| CyberScout Identity Theft Protection | Identity, credit monitoring & resolution coverage, including additional social medical monitoring for employees & their children. Costs are \$9.50/month for employee only; \$17.50/month for family. Eligibility 1 st of month after 30 days' service. |
| MetLife Legal Services | MetLife, through Hyatt Legal Services, offers legal services for money matters, home/real estate matters; vehicle/driving issues, estate planning documents, civil lawsuit, and family/personal issues. Cost is \$21/month. Eligibility 1 st of month after 30 days' service. |
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