



# Benefits Overview

## **Time Away from Work\***

\*IMPORTANT NOTE: Time Away From Work plans may vary from what is described in this video based on specific state and local leave laws, collective bargaining agreements, and for physicians/ Advanced Practice Clinicians or others with employment contracts.

## Time Away from Work

- Paid Time Off (PTO)
- Holidays
- Short-term disability
- Long-term disability

# Time away from work summary



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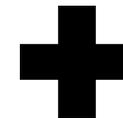
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## Paid Time Off (PTO)

- Vacation
- Personal
- Sick Time Not Covered by Disability
- Accrued or Drop-In (based on role)

## Holidays

- Six Core Holidays:
  - New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day
- One Floating Day



## Short-Term Disability (STD)

- Employer-Paid Income Replacement
- Benefit Duration: Up to six months

## Long-Term Disability (LTD)

- Employer-Paid Income Replacement (*available after STD is exhausted*)
- Benefit Duration: Up to Social Security Normal Retirement Age

# Programs by group



## Program A

- Supervisor
- Coordinator
- All other positions (clinical and non-clinical)

## Program B

- Senior officer
- Vice president
- Director
- Manager
- Advanced practice clinicians

## Program C

- Physicians

## Program D

- Residents

# Full-time equivalent (FTE) status



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Weekly Scheduled Hours	FTE	FTE Daily Value
40 hours	1.0	8 hours
36 hours	0.9	7.2 hours
32 hours	0.8	6.4 hours
24 hours	0.6	4.8 hours
20 hours	0.5	4 hours
16 hours	0.4	3.2 hours

# Paid Time Off (PTO): Program A



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- PTO is for vacation, personal and sick time
- Available to all exempt/non-exempt, benefit-eligible colleagues at date of hire

Years of Service	Annual Accrual*	Maximum Bank* (Annual accrual x 1.5)	Biweekly Accrual (based on 80 hours paid)
< 1 year	Up to 18 days	Up to 27 days	5.54
1-4	21 days	31.5 days	6.46
5-9	24 days	36 days	7.38
10-14	27 days	40.5 days	8.31
15+	30 days	45 days	9.23

*\*In 8-hour days*

*\*\* Accrual prorated based on actual hours paid up to 80 per pay period*

# PTO: Program B & C



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- Sick time is covered under salary continuation and separate from PTO.
- This is a use-it-or-lose-it PTO plan (drop-in plan).

Program B	Details
Leave Usage	Vacation, personal
Eligibility	All benefit-eligible management colleagues are eligible to participate at date of hire
PTO Allowance	27 days of drop-in time (front-loaded in hours), pro-rated for new hires/newly eligible and full-time equivalent (FTE) status
Bank Maximum (Carryover)	Carry up to 40 hours into the next plan year <i>(Note: Colleagues in drop-in PTO programs are not eligible for cash-out or donation)</i>

# PTO: Program D



## Program D

## Details

Residents will follow their respective resident agreements for non-disability time off. PTO/holiday usage will be managed by the local GRE.

# Short-term disability



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	Programs A & D	Programs B & C
Employer Paid	Yes	Yes
Income Replacement	60% of base pay	100% of base pay
Monthly Maximum	Not applicable	Not applicable
Elimination Period	7 days	First day coverage
Benefit Duration	Six months	Six months

# Long-term disability



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	Programs A & D	Programs B & C*
Employer Paid	Yes	Yes
Income Replacement	60% of base pay	70% of base pay
Monthly Maximum	\$10,000	\$15,000
Elimination Period	Six months	Six months
Benefit Duration	Social Security Normal Retirement Age	Social Security Normal Retirement Age

\*Physicians eligible for enhanced own-occupation policy which provides the flexibility to work in another occupation when you cannot perform substantial duties of your own occupation, without an impact on your policy benefits.

# Holidays



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- Holidays are separate from PTO and are prorated based on your FTE status\*

Holidays	Holiday details
Eligibility	All benefit-eligible colleagues can participate at date of hire
Holidays	Six core holidays plus one floating day (pro-rated based on full-time equivalent (FTE)), as follows: <ul style="list-style-type: none"><li>New Year's Day</li><li>Memorial Day</li><li>Independence Day</li><li>Labor Day</li><li>Thanksgiving Day</li><li>Christmas Day</li><li>Floating Day**</li></ul>

*\*Holiday pay includes base pay only and is a maximum of eight hours per holiday, prorated for FTE.*

*\*\*Floating holiday can be used any day during the calendar year. It does not carry over into the new year; if you do not use it, you lose it.*

# Additional resources

## AskHR, an HR and benefits experience made for you!

**AskHR** gets you the answers and help you need any time, on any device in Workday. Access knowledge articles, submit HR, payroll and benefits questions and get real-time help with the virtual Workday assistant tool.

To get started, click on the **AskHR icon** in your ZENworks window.

You can also access **AskHR** on your mobile device by downloading the Workday app or accessing:

<https://mytrinityhealth.sharepoint.com/sites/SO-WorkdayHelp>.



Ministries not on AskHR/Workday:

<https://www.trinity-health.org/my-benefits/health-welfare/>

# Check out all the episodes in the video series

## Comprehensive Total Rewards

- Medical and pharmacy
- Health Savings Account
- Essential Assist with Health Reimbursement Account
- Flexible spending accounts
- Dental and vision
- Life Insurance/AD&D
- Time Away from Work
- Voluntary benefits
- Retirement program
- Colleague well-being / Mental well-being benefit
- Other benefits
- Eligibility and enrollment

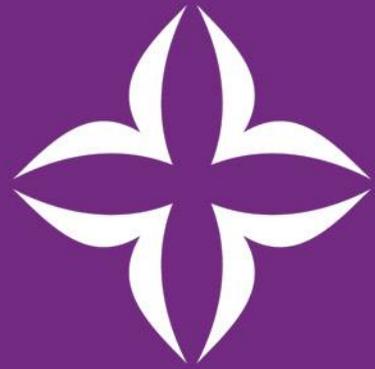


# Important information

This presentation is only intended to provide an overview of the Trinity Health Corporation Welfare and your options thereunder. To the extent of any inconsistencies between this document and the official plan documents, the official documents control. You can access these documents at any time by visiting AskHR or, if your Health Ministry is not supported by HR Shared Services, the MyBenefits site at [www.trinity-health.org/my-benefits/](http://www.trinity-health.org/my-benefits/)

For any plan or program in which you participate, you may request a printed copy of the summary plan description, any certificate of coverage, and/or the official plan documents from your employer or from the Trinity Health Human Resources Service Center at 20555 Victor Parkway, Livonia, MI 48152. There is no charge for printed copies.

Trinity Health group health plans provide care coordination, care management, utilization review, and referral services to help manage care. These services may be provided through independent third-party administrators, clinically integrated networks, or other health care providers, including those affiliated with Trinity Health. These service providers will have access to the personal health information (“PHI”) of you and your enrolled dependents, including health information you disclose through wellness programs, for purposes of treatment, care management, and care coordination. All access, use, or disclosure of PHI will comply with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and any applicable state laws.



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