

**METHODIST HEALTH SYSTEM FOUNDATION, INC.
BENEFIT SUMMARY**

<i>BENEFIT</i> (based on full-time status)	METHODIST HEALTH SYSTEM FOUNDATION, INC.										
Holidays * (**)	MHSFI observes the following holidays: New Year's Day, Mardi Gras Day, Good Friday, 4 th of July, Labor Day, Thanksgiving Day and Christmas Day, and Employee's Birthday.										
Vacation/PDO * (**)	Paid Days Off policy for full-time employees, based on service. PDO's are available after 6 months of employment. <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Service</u></th> <th style="text-align: center;"><u>Days</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0-5 years</td> <td style="text-align: center;">18</td> </tr> <tr> <td style="text-align: center;">5+10 years</td> <td style="text-align: center;">21</td> </tr> <tr> <td style="text-align: center;">10+15</td> <td style="text-align: center;">23</td> </tr> <tr> <td style="text-align: center;">15+</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>	<u>Service</u>	<u>Days</u>	0-5 years	18	5+10 years	21	10+15	23	15+	25
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0-5 years	18										
5+10 years	21										
10+15	23										
15+	25										
Sick Time (EIB) **	Extended Illness Bank. Full-time employees earn 6 days per year. (Maximum of 520/hours)										
Long-Term Disability	Disability Insurance is provided to full-time employees the 1 st of the month following 12 months of continuous full-time employment. Part-time employees with 1 or more years of continuous service who transfer to full-time status will be eligible for coverage the first of the month following the day of transfer to full-time status.										
Medical/Dental/Vision	Health, Dental and Vision Insurance is provided to full-time employees. Coverage is also available to part-time employees. Employees may elect health, dental and vision separately as they so choose. Health premium includes prescription coverage. (See separate provision and coverage schedules).										
Employee Life Insurance (Company Paid)	Employee Life Insurance is provided to full-time employees the 1 st of the month following 12 months of continuous full-time employment. Benefit is 1.5 times annual salary up to \$50,000. Part-time employees with 1 or more years of continuous service who transfer to full-time status will be eligible for coverage the first of the month following the day of transfer to full-time status.										
Employee AD&D Insurance (Full-time employees)	Included with Life Insurance Coverage										
Retirement Plan	Full-time and part-time employees are immediately eligible to contribute to the PIP. After 1 year of participation in the PIP Program and 1,000 hours worked per year, MHSFI will contribute up to 6% of base salary. (Based on continued employee participation of a minimum of 3% of base salary.)										
Longevity Bonus (Full-time employees) **	After 10 continuous years of employment, employee receives 1 week pay. Part-time employees will receive prorated hours. This will continue in 5 year increments thereafter of employment.										
Compassionate Leave **	After 90 days of continuous employment. Full-time employees up to 3 paid days off. Part-time employees receive prorated time.										
Leave of Absence	Subject to approval of MHSFI. Eligibility after 6 months of continuous satisfactory employment.										
Tuition Assistance	Tuition Reimbursement Plan – Full or part-time employees after 1 year of continuous employment. Regular status part-time employees whose education is leading to a strategic hard to fill position. Also, may be provided to eligible employees who have satisfactorily completed approved courses at an accredited college or vocational school.										

Revised
01/30/2015

* See HR Policy 3350-A for School-Based Health Center Employee Benefits in these areas.

** The awarding of these benefits for both full and part-time employees is based solely on the allocated percentage of time that is worked by the employee (per their agreed upon work agreement) in an 80 hour payroll period. For example, if an employee is regularly scheduled to work 40 hours each week (80 hours per pay period) then the award will be 100%. If the employee is regularly scheduled to work 32 hours per week (64 hours per pay period) then the award will be 80%, and so forth.