



Benefits Orientation

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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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



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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



- 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



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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">New Year's DayMemorial DayIndependence DayLabor DayThanksgiving DayChristmas DayFloating Day**

**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.*

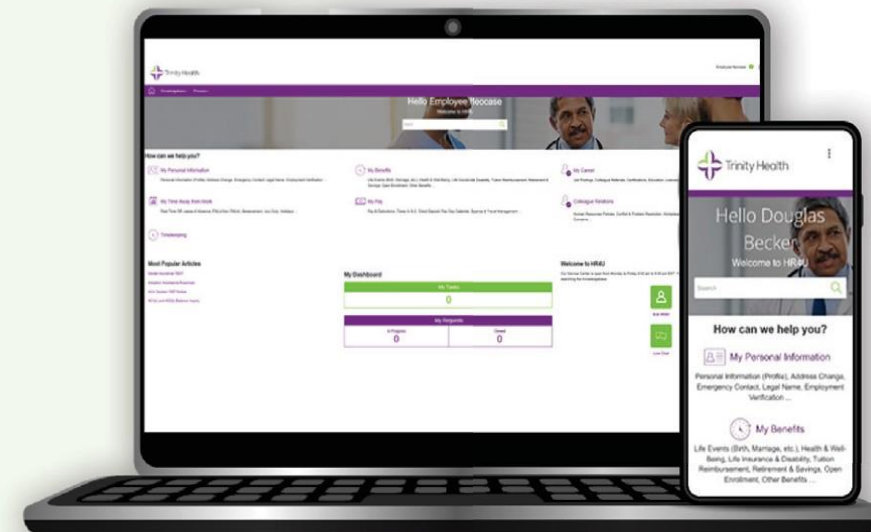
HR4U Colleague Portal

Get Answers to Your Benefits and HR-Related Questions, 24/7

Trinity Health colleagues have 24/7 access to benefits and other HR-related info through the **HR4U online portal**. When you log into HR4U you can chat in real time with an HR representative Monday through Friday, 7 a.m. – 7 p.m. ET. You can also submit a request for assistance and track the status of your inquiry.

To get started, click on the HR4U icon in your ZENworks or desktop applications window and enter your Trinity Health network credentials.

You can also access HR4U on your mobile device at:
<https://hr4u.trinity-health.org>



Check out all the episodes in the video series

Live Your Whole Life

- 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
- Live Your Whole Life / Mental Well-being
- Other benefits
- Eligibility and enrollment



Important Information

The information provided in this summary is designed to assist you with understanding your options under Trinity Health's welfare benefit plans and programs. It is only an overview. Please refer to the summary plan descriptions and official plan documents for more details concerning these benefits. If there is any conflict, the official plan and program documents will govern. Trinity Health reserves the right to modify or terminate its benefit plans and programs at any time.

To view the summary plan descriptions and certificates of coverage, visit the HR4U colleague portal or, if your Health Ministry has not yet transitioned to the Trinity Health Human Resources Service Center, the MyBenefits site at 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.

All Trinity Health group health plans provide care coordination, care management, utilization review, and referral services to help manage members' healthcare. By enrolling in a Trinity Health group health plan, you understand that the plan will provide services to manage care for you and your dependents. These services may be provided through independent third-party administrators, through clinically integrated networks of hospitals, physicians, and other health care providers, or through other professionals and healthcare providers, including those affiliated with Trinity Health. The persons providing these services will have access to your personal health information—including health information you disclose through wellness programs and well-being activities—not only for treatment purposes but also to manage and coordinate your healthcare. Any access to, use, or disclosure of protected health information will comply with the privacy and security regulations under the Health Insurance Portability and Accountability Act and any applicable state privacy and security laws.



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