



## ***Benefits at a Glance***

### ***Medical***

1. High deductible medical plan is offered to employees and their dependents with a Health Savings Account and an employer contribution to your HSA.
2. PPO medical plan is offered to employees and their dependents and an option to elect a Flex Spending Account.

Eligibility for health insurance is the first of the month following 60 days of full-time employment.

### ***Dental***

Allows you to see any dentist you choose and preventative care is covered at 100%. Also covers orthodontia up to age 19. Eligibility for dental insurance is the first of the month following 60 days of full time employment. Dependents over the age of 19 must be full time students.

### ***Vision***

Covers eye exam, lenses and/or contacts at participating providers. Also offers reduced rates for Lasik procedures. Eligibility for vision insurance is the first of the month following 60 days of full time employment. Dependents over the age of 19 must be full time students.

### ***Flexible Spending Accounts***

Contribute up to \$3,050 a year to a Healthcare Spending Account and/or up to \$5,000 into a Dependent Care Spending Account. This gives you the ability to set aside pretax dollars for qualifying expenses related to healthcare and dependent care costs. Contributions are deducted from each paycheck before taxes are taken out, allowing you to save for healthcare costs while reducing your taxable income. Eligibility for Flex is the first of the month following 60 days of full time employment.

### ***Basic Life and AD&D***

We provide basic life and accidental death and dismemberment (AD&D) coverage equal to 1x annual salary at no cost to you (maximum of \$100,000). You have the option to purchase additional coverage. Eligibility for life insurance is the first of the month following 60 days of full time employment.

### ***Dependent Life and AD&D***

You have the option to purchase universal or term life and AD&D insurance for your spouse and/or dependents.

### ***Long-term Disability***

Long-term disability insurance is provided at no cost to you. This benefit pays up to 60% of your salary. Long-term pays up to \$7,000 per month if you remain disabled longer than 6 months. Eligibility for disability insurance is the first of the month following 60 days of full time employment.

### ***Supplemental Insurance***

You have the option to supplement your insurance coverage for yourself and your family by purchasing additional coverage through an accident, identity theft, and/or cancer insurance policy. Eligibility for supplemental insurance is the first of the month following 60 days of full time employment.

### ***Retirement Plan***

Our 401(k) plan enables you to save for retirement and enjoy a tax break at the same time. Your contributions may be made on a pre-tax basis through a payroll deduction and will grow tax-deferred until your funds are withdrawn or you can contribute to a Roth account using after tax monies. Eligibility is 1,000 hours within a 12-month period and at least 18 years of age or older.

In addition, SouthCoast Health may make an employer contribution at a discretionary rate of pay to employees who have been employed one year and worked 1,000 hours in the plan year. Typically three (3%) percent of annual compensation is given into employees account after meeting eligibility requirements; amount of contribution subject to change.

### ***Paid Time Off***

Full time employees receive paid vacation, sick time, holidays, jury duty, and bereavement. Please see employee handbook for details.

### ***Direct Deposit***

You have the flexibility to direct deposit into 3 (three) accounts with your bank of choice.

### ***Employee Fitness and Wellness Center***

As a free benefit, employees can do circuit training in the Fitness and Wellness Center on the Eisenhower Campus each workday from 6:00am to 8:00am and from 6:00pm to 8:00pm.

### ***Cell Phone Discount***

SouthCoast employees are eligible to receive discounts on their monthly wireless plan through Verizon Wireless and AT&T.

### ***AAA***

If you enroll with AAA as a new member you will receive 2 months of free service along with all the various discounts available to AAA members, i.e. discounts on motels, LensCrafters, Reebok outlets, and other merchants as well as free trip planning.

### ***Employee Referrals***

Refer a candidate for employment to SouthCoast Health and earn \$100 once they are successfully hired and completed their initial 90-day employment period and an additional \$200 on their one-year anniversary.

# Your Employee Rights Under the Family and Medical Leave Act

## What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

## Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken or approved** for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

