

## The Impact to Your Sinai Benefits Due To a Change in Status

Dear Caregiver:

If you are considering a status change please note the following impact to your benefits:

### Changing from Full-Time/Part-Time to Registry:

- Your medical coverage will not automatically be cancelled. Under new regulations you will have to request to cancel (complete the benefit change form located in HR or under benefits tab on Sinai.net) within 30 days of your change of status and we will have to treat it as a qualifying midyear event and allow you to drop the medical coverage! If you miss the 30 day deadline you will be required to wait until the next open enrollment period to make a change to your medical coverage. This midyear event does not allow you to change plans, just drop coverage!
- Sinai will continue to automatically drop/cancel the other benefits such as dental, vision etc and pay out of PTO as part of becoming ineligible for benefits. Other insurance coverage ends the end of the month in which you go registry.
- If you do not cancel your medical coverage by the deadline or if you elect to keep your medical plan, your registry hourly rate of pay will be reduced by 10% for opting into the medical coverage.
- If you cancel within the 30 days your registry rate will be what was determined by HR at confirmation of transfer.
- You will be sent in the mail from Payflex your COBRA notice outlining your options to continue the other insurance benefits at the full group costs. Payflex will provide you the required notice and you will have a deadline to which you can apply for COBRA coverage. Any questions relating to COBRA please contact 1-800-284-4885.
- You will no longer be eligible for the following benefits:
  - Employer paid life insurance (Cigna will send a notice on options to convert any life benefits)
  - Retirement Match Savings Plan (403B)
  - Paid Time Off (PTO)
  - Paid Holidays
  - Sick Leave Bank
  - Long Term or Short Term Disability
  - Tuition Reimbursement
  - Trustmark Voluntary Benefits (you can contact them to continue the coverage 1-800-918-8877)
- You may still participate with the credit union, EAP and Tax sheltered Retirement Annuity with MetLife.
- You will still be considered a Caregiver, as such you will not be able to take your retirement money out as cash or roll it over to another vendor. Also you will need to comply with all policies include annual TB/Flu compliance, annual net learning etc.

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### **Changing from Full-Time to Part-time:**

- Your Medical and Dental contribution will automatically increase the pay period in which you change status is pending department submission (please see HR for the new costs)
- PTO accrues based on worked (SHS) or scheduled (HCH) hours. Part-time PTO hours are pro-rated.
- Holidays are earned at a pro-rated basis for part-time caregivers based on their scheduled budgeted pay period hours (SHS).
- Tuition Reimbursement amounts is based on full or part-time status (see policy for details).
- Short Term Disability is only available for full-time caregivers.
- Voluntary benefits continue to be deducted as previously.

### **Changing from Part-time to Full-time:**

- Your Medical and Dental contribution will automatically decrease the pay period in which you change status pending department submission (please see HR for the new costs)
- PTO accrues based on worked (SHS) or scheduled (HCH) hours. Part-time PTO hours are pro-rated.
- Holidays are earned at a pro-rated basis for part-time caregivers based on their scheduled budgeted pay period hours (SHS).
- Tuition Reimbursement amounts is based on full or part-time status (see policy for details).
- Short Term Disability is only available for full-time caregivers.
- Voluntary benefits continue to be deducted as previously.

### **Registry to Full-Time/Part-Time:**

- You will be scheduled to attend a Benefits Orientation, which is offered every other Monday at 4pm in Glasser Auditorium at Mt. Sinai Hospital. Benefit summaries will be provided regarding your options.
- You have forty days to enroll in benefits from the date of your status transfer. If you miss that deadline you will need to wait until the next open enrollment!
- Your election for medical, dental and vision will be effective the 1<sup>st</sup> of the month following your effective date of change.
- You will earn PTO according to your eligible job category and will be available following the pay period following your waiting period (see orientation handout for details).

Your request to change status is subject to your manager/supervisor approval.

This is intended to be a brief summary of the potential changes to your benefits. Any differences per policy, the policy will supersede.

Any questions please contact the benefits area at 773-257-6636 or [benefits@sinai.org](mailto:benefits@sinai.org).