The information contained in this overview gives a general description of the Loyola Benefits Program. It does not give you all of the details of the program's plans. If you need more information, please refer to your employee handbook or the summary plan description booklets. In all cases, the official plan documents, policies and certificates of insurance must remain the final authority.
HEALTH REFORM

On January 1, 2014, a key component of the health reform law went into effect: Everyone in the U.S. (with a few exceptions) is required to have health insurance.

Loyola will continue to offer health insurance for eligible faculty and staff. This coverage meets all of the health reform law requirements to satisfy your “individual mandate” under the reform law. We hope to keep offering these benefits as a valuable part of your total compensation. You also have other options to purchase health insurance, but because we offer you coverage that satisfies all the health reform requirements, you will not qualify for any federal assistance to purchase an individual or family policy on the open market.

If you are not currently eligible for benefits today, there are many options for finding and enrolling in the right coverage.

Options to Purchase Health Insurance

• **Public health insurance marketplaces/exchanges** — You can shop for coverage in an online public health insurance marketplace/exchange and compare available policies based on price, benefits, and quality. Each state is required to have an online public marketplace available for health insurance coverage (if a state does not establish one, the federal government operates an exchange for the state’s residents). If you are part of the eligible class for benefits and Loyola offers you coverage that satisfies all requirements under the health reform law, you — and your dependents — will not qualify for federal financial assistance (premium tax credits) for any coverage you purchase on the public exchange. If you do not meet the eligibility requirements for Loyola's benefit plan, you may be eligible for these credits.

• **Private marketplaces/exchanges** — A variety of private exchanges will serve as marketplaces where you can compare health plans and buy coverage. For example, an insurance company might create a “private” exchange that serves some of the same functions as a public exchange, but cannot offer federal financial assistance to individuals purchasing coverage. In addition, some health insurance companies are opening retail stores where you can shop for a policy, check on claims and get one-on-one health education coaching.

• **Health insurers and brokers** — Health insurance companies will sell plans directly to you through their own websites and call centers. In addition, even though you will be able to shop for yourself through the exchanges, you can enlist the assistance of an insurance agent or broker.

For more information, please visit [http://www.luc.edu/hr/health/](http://www.luc.edu/hr/health/) and click on “Health Care Reform”
Overview of Your 2017 Loyola University Chicago Benefits


- Eligibility and Coverage Levels
  - Benefits-Eligible Faculty and Staff
  - Eligible Dependents
  - Coverage Levels

- Making and Changing Your Benefit Elections
  - Open Enrollment
  - Enrolling Online
  - When Coverage Begins and Ends
  - Qualifying Events
  - Paying for Benefits
Overview of your 2017 Loyola University Benefits

Loyola provides a wide array of benefits that can help you enjoy increased well-being, deal with unexpected illness or accident, build and protect your financial security, advance your career, balance your personal and professional life, and meet every day needs. These benefits are affordable, comprehensive, and competitive.

The table below summarizes the benefits available to benefits-eligible faculty and staff and their dependents. These benefits are described in greater detail in this booklet. Additional information is available from the benefit plans’ administrators or providers, by phone or on their websites; see “Benefit Contact Information” located on the last page of this booklet.

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To help you manage your health and protect you from the unexpected</td>
<td>To help you build and protect your financial security</td>
<td>For your personal development and lifestyle</td>
</tr>
<tr>
<td>• Health Care, Wellness and Prescription Drug Benefits</td>
<td>• University-Paid Basic Life Insurance for You</td>
<td>• Supplemental Life and Accident Insurance for You</td>
<td>• Tuition Benefits</td>
</tr>
<tr>
<td>• University-Paid Basic Life Insurance for You</td>
<td>• University-Paid Short-Term Disability Benefits</td>
<td>• Supplemental Life and Accident Insurance for Your Dependents</td>
<td>• Employee Assistance Program (EAP)</td>
</tr>
<tr>
<td>• University-Paid Long-Term Disability Benefits</td>
<td>• Dental Care</td>
<td>• Long-Term Care Insurance</td>
<td>• Employees’ Federal Credit Union</td>
</tr>
<tr>
<td>• Dental Care</td>
<td>• Vision Care</td>
<td>• Group Legal Plan</td>
<td>• Weight Watchers® Program</td>
</tr>
<tr>
<td>• Vision Care</td>
<td>• Health Care Flexible Spending Account</td>
<td>• 403(b) Defined Contribution Retirement Plan</td>
<td>• University Scheduled Holidays</td>
</tr>
<tr>
<td>• Health Care Flexible Spending Account</td>
<td>• Dependent Day Care Flexible Spending Account</td>
<td>• Tuition Benefits</td>
<td>• Paid Time Off</td>
</tr>
<tr>
<td>• Dependent Day Care Flexible Spending Account</td>
<td></td>
<td>• Employee Assistance Program (EAP)</td>
<td>• Sick and Personal/Family-Friendly Days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees’ Federal Credit Union</td>
<td>• AAA Membership and Travel Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Weight Watchers® Program</td>
<td>• Adoption Assistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• University Scheduled Holidays</td>
<td>• Transit Benefit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Paid Time Off</td>
<td>• Pet Insurance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sick and Personal/Family-Friendly Days</td>
<td>• University Assisted Housing Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Divvy Bike Discounts</td>
</tr>
</tbody>
</table>

Eligibility and Coverage Levels

The following individuals are eligible for coverage under the University benefits program.

Benefits-Eligible Faculty and Staff

You can elect coverage if you are a:

• Full-Time University Faculty and Staff Members, classified as .80 full time equivalent or higher.
• Part-Time University Staff member, in a position classified as .53 full time equivalent or higher based on 1,950 annual hours, or .50 full time equivalent or higher based on 2,080 annual hours.
Eligible Dependents

You can elect coverage under Loyola’s health, dental, and vision plans and the Hyatt Legal Plan for your spouse, a Legally Domiciled Adult (LDA), and dependent/adult children as described below.

Spouse

You may enroll your legal spouse.

Legally Domiciled Adult (LDA)

A Legally Domiciled Adult is a US citizen, over 18 who has for at least 6 months lived in the same principal residence as you and remains a member of your household throughout the coverage period; and who either:

(A)
- Has an on-going, exclusive and committed relationship with you similar to marriage (not a casual roommate or tenant)
- Is jointly responsible with you for basic living expenses
- Is neither legally married to anyone else nor legally related to you by blood in any way that would prohibit marriage
- Is neither receiving benefits from an employer nor eligible for any group coverage, or

(B)
- Is your blood adult relative (a parent, adult sibling, or adult child) who meets the definition of your tax dependent as defined by Section 152 of the Internal Revenue Code during the coverage period
- Is neither receiving benefits from an employer nor eligible for any group coverage.

You may enroll either a spouse or one LDA. If you choose to enroll a Legally Domiciled Adult, you must meet all of the eligibility requirements and complete a Certification of Eligibility Form, available from Human Resources. Please be sure to submit your form back to Human Resources when you are done.

Tax Implication from Covering a LDA

The value of the cost for covering a non-dependent LDA is taxable (or “imputed”) income. Human Resources will add the value of the benefit to your bi-weekly or monthly pay, and you will be taxed on that amount. We recommend you consult with your attorney or tax professional about the specifics of your particular situation.

Dependent and Adult Children

You may enroll your children if they are:
- under the age of 26 regardless of student or marital status (coverage will end on the last day of the month in which the child reaches age 26).
  For purposes of life insurance, the dependent child must be unmarried.
- disabled children who depend on you for support and maintenance because of mental or physical handicap, regardless of age, if they were covered prior to reaching age 26.
Verifying Dependent Eligibility

The University has a responsibility to faculty and staff to ensure you get the most value from our benefits. This means we regularly review and maintain benefit plan features and administrative functions to keep benefits affordable for all faculty/staff and the University.

We are also responsible for ensuring that benefits comply with plan rules and federal and state regulations. Failing to comply with plan rules and regulations can create problems for the faculty and staff enrolled in the benefit plans. To ensure that the medical, dental, and vision plans are complying with eligibility rules, all faculty and staff are required to verify the eligibility of the dependents they enroll in the health, dental, and vision plans when enrolling as a newly hired faculty and staff or during Benefits Open Enrollment.

### Documentation Required for Eligibility Verification

When you enroll a new dependent for coverage under the medical, dental, or vision plans during this Open Enrollment, you must verify that he or she is eligible by submitting the required documentation, as shown below.

<table>
<thead>
<tr>
<th>If you enroll...</th>
<th>You will need to provide copies (not originals) of...</th>
</tr>
</thead>
</table>
| **Your Spouse**  | - 2015 or 2016 jointly filed Federal tax return (without personal financial information revealed), or  
                  - Marriage certificate and proof of joint ownership (mortgage or lease) |
| **Legally Domiciled Adult (LDA)** | - Loyola University Chicago Certification Form and proof of joint ownership (mortgage or lease) within last six months, or  
                                           - Civil union license* and proof of joint ownership (mortgage or lease) within last six months, or  
                                           - 2015 or 2016 jointly filed Federal tax return |
| **Biological Child/Step Child** | - Birth certificate |
| **Adopted Child** | - Adoption placement agreement and petition for adoption, or  
                         - Adoption certificate |
| **Legal Ward** | - Government-issued birth certificate  
                                        - Court-ordered document of legal custody |
| **Disabled Legal Ward** | - Government-issued birth certificate  
                                     - Court-ordered document of legal custody  
                                     - 2015 or 2016 Federal tax return |
| **Dependents because of a Qualified Medical Child Support Order** | - Qualified Medical Child Support Order (must be for the employee) |

*In certain states, a marriage license is recognized under the DOMA Act, please contact (312) 915-6175 for more information.

### Coverage Levels

For health, dental and vision benefits, you have five coverage levels:

- Employee Only
- Employee plus Child(ren)
- Employee plus Spouse/LDA
- Family (you, your spouse and your eligible child or children)
- Employee plus LDA and Child(ren) (you, one LDA, and any eligible dependent child or children)

---

**What Is a QMCSO?**

A Qualified Medical Child Support Order (QMCSO) is a court order that extends health care coverage to the children of a faculty or staff who is divorced, separated, or never married.
Making and Changing Your Benefit Elections

If you are newly hired faculty or staff, you have 31 days after your date of hire to elect your benefits (see below for enrollment instructions). During this initial enrollment period, you elect your benefits and coverage level. If you fail to enroll in benefits before the deadline, you may enroll in benefits during the next Benefits Open Enrollment Period or following a qualifying event as explained on page 9.

Open Enrollment

The Benefits Open Enrollment Period, held each fall, is your opportunity to choose your benefits for the following calendar year. If you do not make a change to your coverage level or benefits during this period, your elections for the current year will automatically continue for the next calendar year (with the exception of Flexible Spending Accounts, which require annual re-enrollment to participate).

Enrolling Dependents

You must enroll your eligible dependents during the enrollment period. You cannot add them later unless you have a qualifying event (page 9).

Enrolling Online

Benefits Enrollment is a paperless process that is done online through Employee Self-Service. To access Employee Self-Service you must be connected to Loyola’s network, either on campus or via Loyola Secured Access (LSA). For questions about LSA, please contact the ITS Help Desk at helpdesk@luc.edu or by phone at 773-508-4ITS.

Be prepared in advance. Before you access the system, have your dependent information (including documentation to verify eligibility with date of birth, full legal name and social security numbers for all family members) and beneficiary information available.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Open any browser and go to <a href="https://lawson.luc.edu">https://lawson.luc.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Use your Loyola User ID and password to login. Select Bookmarks &gt; Employee Self-Service &gt; Benefits &gt; New Hire Enrollment</td>
</tr>
<tr>
<td>Step 3</td>
<td>If you are adding dependents to any plans, be sure you have the proper documentation to verify eligibility and remember to send the documentation to the HR Department.</td>
</tr>
<tr>
<td>Step 4</td>
<td>When completing the Life Insurance section, the beneficiary information you provide for your Basic Life insurance plan will apply to any Supplemental Life and AD&amp;D that you select. To add beneficiary information select Bookmarks &gt; Employee Self-Service &gt; Benefits &gt; Beneficiary.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Once you have completed the enrollment sections, be sure to review what you entered.</td>
</tr>
<tr>
<td>Step 6</td>
<td>Print your benefits elections – this is your confirmation statement. So be sure to keep your confirmation statement for your records.</td>
</tr>
<tr>
<td>Step 7</td>
<td>To enroll in a Flexible Spending Account or Transit, access the Loyola Benefit Express portal at loyolaexpress.com.</td>
</tr>
<tr>
<td>Step 8</td>
<td>To apply for Long-Term Care Insurance contact LifeSecure at (855) 568-6236 or luc.edu/hr/benefits.</td>
</tr>
<tr>
<td>Step 9</td>
<td>To enroll in and increase your 403(b) defined contribution retirement plan contributions, contact Transamerica at (773) 508-2770 or visit luc.trsretire.com.</td>
</tr>
<tr>
<td>Step 10</td>
<td>If you have difficulty enrolling in your benefits, please contact Human Resources at (312) 915-6175 or <a href="mailto:Benefits@luc.edu">Benefits@luc.edu</a>.</td>
</tr>
</tbody>
</table>
When Coverage Begins and Ends

In general, your benefits become effective on the first day of employment if your date of hire is on the first day of the month. Otherwise, your benefits become effective on the first day of the month following your date of hire. Additional waiting periods or exceptions are covered under each benefit description. Health insurance coverage of newborns begins at birth if you notify Human Resources within the infant’s first 31 days after the birth date. If adding coverage due to a qualifying event, the effective date is the date of the qualifying event and may be added retroactively. If this occurs, additional premiums may be owed or refunded depending on coverage levels that are changed.

Your coverage under the benefit plans will end if you no longer meet the eligibility requirements, your contributions are discontinued or the Group Insurance Policy is terminated.

Qualifying Events

Your elections will be in effect for the entire plan year (January 1 through December 31), unless you have a qualifying event and request a change in benefit elections. If you experience a qualifying event, please contact the Human Resources Department at (312) 915-6175 or benefits@luc.edu. Qualifying events include:

- Change in legal marital status (marriage, divorce, death of spouse, legal separation);
- Change in LDA eligibility criteria;
- Change in number of eligible dependents (birth, placement for adoption, guardianship or death);
- Employment status change for you, your spouse, or your dependent (termination or commencement of employment, full-time or part-time);
- Taking an unpaid leave of absence;
- Dependent satisfies or ceases to satisfy eligibility requirement (attainment of age limit); and
- Change in cost or coverage due to spouse or dependent’s open enrollment.

Paying for Benefits

The cost of coverage depends on your elections and your employment status. Contributions you make toward health, dental, vision and flexible spending accounts are automatically withheld on a pre-tax basis from your pay. These pre-tax contributions reduce your regular gross salary before Social Security (FICA), federal and (in most cases) state taxes are deducted from your pay. If you prefer to arrange after-tax deductions, please contact the Human Resources Department at (312) 915-6175 or benefits@luc.edu.
Medical

- The Loyola Advantage BCBSIL PPO Medical Plan
  ◇ How the Plan Works
  ◇ Terms to Know
  ◇ Summary of Coverages – PPO Plan at a Glance
  ◇ MDLIVE - Teledmedicine
  ◇ Preventive Care – Wellness Benefits
  ◇ Hospital Benefits
  ◇ Inpatient Copay – Medical Services Advisory (MSA) Program
  ◇ Emergency Room Care
  ◇ Medical Care When Traveling Abroad

- Prescription Drug Program
  ◇ Mail Order Pharmacy for Maintenance Drugs
  ◇ Drug Step Therapy
  ◇ Prior Authorization Program
  ◇ Specialty Pharmacy Program – Prime Specialty
Loyola Advantage BCBSIL PPO Medical Plan

Loyola University Chicago provides health care coverage through the Loyola Advantage BCBSIL PPO Plan. The plan is a Preferred Provider Organization (PPO), a network of doctors, hospitals and other health care providers who agree to provide services at discounted rates. BlueCross BlueShield manages the PPO and is the claims administrator.

How the Plan Works

Here is how the Loyola Advantage BCBSIL PPO plan works (see the “Terms to Know” below for definitions of terms):

• The plan does not require you to sign up with a particular hospital or physician when you enroll. Each time you need care, you can visit any doctor or hospital you choose, but you receive a higher level of benefits if you choose a home hospital or BCBSIL network provider. To find out if a particular hospital or physician is a part of the PPO network, call BlueCross BlueShield Member Services at (866) 266-3674, or go to: http://bcbsil.com/providers.

• Most routine preventive care from In-Network doctors is covered at 100%. For most other services, you pay 100% of your health care costs until you meet the annual deductible.

• After you meet the annual deductible, the plan then pays a percentage of the cost and you pay the remainder — your coinsurance. You pay a smaller percentage if you use a home hospital or a PPO network provider. A co-pay applies for emergency room visits and hospital admissions.

• Once you reach the annual out-of-pocket maximum, the plan pays 100% of covered expenses for the remainder of the calendar year.

• There are no pre-existing conditions on the health plan.

• Separate deductibles, coinsurance and out-of-pocket maximums apply to prescription drug expenses.

• See the Health Plan Summary table on pages 12-13 for additional details.

Terms to Know

Annual Deductible – The amount you have to pay each year before the plan starts paying a portion of expenses. Most covered expenses count toward the annual deductible. Prescription drugs (which have a separate deductible) do not count toward health plan deductibles. All family members’ expenses that count toward a health plan deductible accumulate together in the aggregate to satisfy the annual family deductible; however, one person will not pay more than $500 for the deductible.

Annual Out-of-Pocket Maximum – Total amount you pay out of pocket each calendar year before the plan pays 100 percent of covered expenses for the rest of the calendar year. Expenses paid to satisfy the annual deductible count toward the annual out-of-pocket maximum. Most covered expenses count toward the out-of-pocket maximum, except prescription drugs (which have a separate out-of-pocket maximum).

Coinsurance – A percentage of a claim you pay after you meet the annual deductible.

Copayment (copay) – A fixed dollar amount you pay for emergency room visits and hospital admissions.

Home Hospital – Loyola University Health System or Gottlieb Hospital.

PPO (Preferred Provider Organization) – A network of doctors, hospitals and other health care givers. The Loyola Advantage PPO Plan uses the BlueCross BlueShield network.
Summary of Coverages – PPO Plan at a Glance

The Loyola Advantage BCBSIL PPO Plan has a significant advantage over other medical plans because we offer affordable health care through our home hospitals. The following table highlights key benefits of the plan (effective January 1, 2017).

<table>
<thead>
<tr>
<th>Loyola Advantage BCBSIL PPO Plan at a Glance</th>
<th>In Network</th>
<th>Out of Network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home Hospital</strong> (Loyola University Health System and Gottlieb Hospital)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Annual Deductible</strong>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Only</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Employee + 1 or more</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>Annual Out-of-Pocket Maximum</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Only</td>
<td>$3,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Employee + 1 or more</td>
<td>$6,000</td>
<td>$12,000</td>
</tr>
<tr>
<td><strong>Lifetime Maximum Benefit</strong></td>
<td>Unlimited</td>
<td></td>
</tr>
<tr>
<td><strong>Wellness Visit</strong></td>
<td>Covered at 100%</td>
<td>Covered at 50%</td>
</tr>
<tr>
<td>Children and Adults</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Physician’s Office Visit</strong></td>
<td>90% after deductible</td>
<td>80% after deductible</td>
</tr>
<tr>
<td><strong>Hospital</strong></td>
<td>90% after $100 copay (per admission)</td>
<td>80% after $250 copay (per admission)</td>
</tr>
<tr>
<td><strong>Skilled Nursing Facility, Coordinated Home Care, and Hospice</strong></td>
<td>90% after $100 copay (per admission)</td>
<td>80% after $250 copay (per admission) and deductible</td>
</tr>
<tr>
<td><strong>Emergency Room</strong></td>
<td>100% after $150 copay (per visit)</td>
<td>Copay waived if patient is admitted to hospital**</td>
</tr>
<tr>
<td><strong>Outpatient Hospital Surgery</strong></td>
<td>90% after deductible</td>
<td>80% after deductible</td>
</tr>
<tr>
<td><strong>Outpatient Physician Surgical Services and Diagnostic Testing</strong></td>
<td>90% after deductible</td>
<td>80% after deductible</td>
</tr>
<tr>
<td><strong>Outpatient Hospital Services (radiation, chemotherapy, cardiac rehab, dialysis) and Diagnostic Testing</strong></td>
<td>90% after deductible</td>
<td>80% after deductible</td>
</tr>
<tr>
<td><strong>Private Duty Nursing</strong></td>
<td>90% after deductible, up to 45 visits/year annual maximum</td>
<td></td>
</tr>
</tbody>
</table>

* Expenses paid to satisfy the deductible count toward the annual out-of-pocket maximum.

** There are limits for certain conditions, treatments and services. There is a limit of 45 visits per year for Private Duty Nursing. Infertility expenses related to artificial insemination are covered up to a maximum of three attempts per lifetime. All other infertility treatments are not covered. See Summary Plan Description for additional restrictions and limitations.
<table>
<thead>
<tr>
<th>Loyola Advantage BCBSIL PPO Plan at a Glance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home Hospital</strong></td>
</tr>
<tr>
<td>(Loyola University Health System and Gottlieb Hospital)</td>
</tr>
</tbody>
</table>

| | **Ambulance** | **90% after deductible** |
| **Therapies** | (Physical, Speech, Occupational, Chiropractic, Acupuncture, Osteopathic) | **80% after deductible** | **50% after deductible** |
| **Inpatient Mental Health and Substance Use Disorder Treatment** | **90% after deductible** | **80% after deductible** | **50% after deductible** |
| (per admission) | no deductible | (per admission) | (per admission) |
| | **90% after $100 copay** | **80% after $250 copay** | **50% after $500 copay** |
| **Outpatient Mental Health and Substance Use Disorder Treatment** | **90% after deductible** | **80% after deductible** | **50% after deductible** |
| (per admission) | (per admission) | (per admission) | (per admission) |
| | **90% after $100 copay** | **80% after $250 copay** | **50% after $500 copay** |
| **Durable Medical Equipment** | **90% after deductible** | **80% after deductible** | **50% after deductible** |
| **Vision Care Services Routine Eye Exams** | **100%, one annual visit** | **No deductible** | **50% no deductible** |
| **Eye Diseases** | **90% after deductible** | **80% after deductible** | **50% after deductible** |
| **Infertility Services** | **90% after deductible** | **80% after deductible** | **50% after deductible** |
| (TMJ) | **90% after deductible** | **80% after deductible** | **50% after deductible** |

1. Out-of-network (non-PPO) benefits are limited to the reasonable and customary (R&C) charge. You pay the out-of-network deductible and coinsurance plus any charges in excess of R&C amounts. Amounts over R&C do not apply toward the out-of-pocket maximum.
2. Hospital Emergency Medical/Accident Care: Initial treatment of accident injuries or sudden and unexpected medical conditions with severe life-threatening symptoms in hospital emergency room. If you are admitted to hospital, contact BCBSIL within two business days, or benefits are reduced.
3. Not applicable if there is no provider at LUHS/Gottlieb. Provider services will be paid at the in-or out-of-network coverage level.
4. Infertility expenses related to artificial insemination are covered up to a maximum of three attempts per lifetime. All other infertility treatments are not covered.
5. Benefit for Routine Eye Exams; you must see only a BlueCross BlueShield PPO Provider shown on the bcbsil.com website, listed under “Specialty Type,” then click on “Optometrist” or “Ophthalmologist.”
6. No limitations.
MDLIVE - Telemedicine

The MDLIVE benefit gives you access to physicians and allows you to request prescriptions during or after normal business hours - including nights, weekends and holidays. You can also use MDLIVE for non-emergency medical issues and when you need medical care while traveling.

The virtual visit will only cost you $40. Plus, it allows you to connect with a doctor in the comfort of your home or office without needing a pre-scheduled appointment. Most visits take around 10-15 minutes and if needed a doctor can write a prescription for you (some states have limitations) that you can pick up at your local pharmacy.

What is MDLIVE?

With MDLIVE, you can access a doctor from your home, office, or on the go. Board Certified doctors can visit with you either by phone or secure video* to help treat any non-emergency medical conditions. MDLIVE doctors can diagnose your symptoms, prescribe medication, and send prescriptions to your pharmacy of choice.

Who are the doctors?

MDLIVE has the nation’s largest network of telehealth doctors. Their specialties include primary care, pediatrics, emergency medicine and family medicine.

What is the cost for this service?

- Registration is free (Sign up in advance of using the service)
- The cost of the virtual visit is $40 and is paid via credit card at time of call

What are the most common conditions MDLIVE treats?

MDLIVE’s doctors are trained to treat a wide range of conditions. Some of the most common are:

- Acne
- Allergies
- Asthma
- Bronchitis
- Cold & Flu
- Constipation
- Diarrhea
- Ear Infection
- Fever
- Headache
- Insect Bites
- Joint Aches
- Nausea
- Rashes
- Sinus Infections
- Sore Throat
- UTI
- and more!

How do I contact MDLIVE?

You can access MDLIVE a number of different ways:

- Log on to the website MDLIVE.com/LUC
- Download the MDLIVE App from the App Store, Google Play or Windows Store
- Call 1-800-770-4622

*Video consultations are available during the hours of 6am to 8pm CST 7 days a week.
Preventive Care – Wellness Benefits

Wellness means assuming responsibility for maintaining good health and incorporating good healthy habits and lifestyle choices to enhance your well-being and improve the quality of your life. Some examples of routine services are physical examinations, mammograms and immunizations. All covered family members may receive routine wellness services; the annual deductible is waived.

<table>
<thead>
<tr>
<th>General Preventive Care Services Covered at 100% In-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below are common preventive care services that the Loyola Advantage PPO Plan covers at 100% when you receive these services from a participating provider. When you see your doctor for a preventive care visit, be sure to specify that your visit is for preventive care or wellness, as covered under the plan. If your doctor discusses other preventive care or wellness services not listed below, be sure to ask if the service is covered at no additional cost.</td>
</tr>
<tr>
<td>- Physical Exam*</td>
</tr>
<tr>
<td>- Well Baby and Child Care</td>
</tr>
<tr>
<td>- Well Woman Visits</td>
</tr>
<tr>
<td>- Immunizations</td>
</tr>
<tr>
<td>- Bone Density Test*</td>
</tr>
<tr>
<td>- Breast Exam*</td>
</tr>
<tr>
<td>- Gynecological Exam*</td>
</tr>
<tr>
<td>- Screening for Gestational Diabetes</td>
</tr>
<tr>
<td>- Obesity Screening and Counseling</td>
</tr>
<tr>
<td>- Digital Rectal Exam*</td>
</tr>
<tr>
<td>- Colonoscopy*</td>
</tr>
<tr>
<td>- Colorectal Cancer Screening*</td>
</tr>
<tr>
<td>- Prostate Test*</td>
</tr>
<tr>
<td>- Lab Procedures*</td>
</tr>
<tr>
<td>- Mammogram*</td>
</tr>
<tr>
<td>- Pap Smear*</td>
</tr>
<tr>
<td>- Smoking Cessation</td>
</tr>
<tr>
<td>- Health Education/Counseling Services</td>
</tr>
<tr>
<td>- Health Counseling for Sexually Transmitted Infections and HIV</td>
</tr>
<tr>
<td>- Breastfeeding support, supplies and counseling</td>
</tr>
<tr>
<td>- Testing for HPV and HIV</td>
</tr>
<tr>
<td>- Screening and Counseling for Domestic Violence</td>
</tr>
</tbody>
</table>

*Routine exams are covered as preventive care services, however diagnostic exams will go towards your annual deductible.

For more information about wellness and preventive care, see the U.S. Preventive Services Task Force recommendations at: [http://www.uspreventiveservicestaskforce.org/](http://www.uspreventiveservicestaskforce.org/).

Additionally, for women's preventive service, see the guidelines supported by the Health Resources and Services Administration (HRSA) at: [http://www.hrsa.gov/womensguidelines/](http://www.hrsa.gov/womensguidelines/).

Hospital Benefits

Inpatient and outpatient hospital care, in duly licensed facilities, as well as care received in certain specialized facilities such as a licensed ambulatory surgical center, are covered under your plan. For a list of hospitals in the PPO network, see the BlueCross BlueShield website: [http://bcbsil.com/providers/index.htm](http://bcbsil.com/providers/index.htm).

Inpatient Copay – Medical Services Advisory (MSA) Program

There is a per admission copay for every inpatient confinement, including at home hospitals (Loyola University Health System and Gottlieb Hospital). Before you receive health care from a hospital, Skilled Nursing Facility, or Coordinated Home Care outside of the Loyola University Health System (LUHS) or Gottlieb Hospital, you must contact the BlueCross and BlueShield Medical Services Advisory program (MSA).

The Medical Services Advisory (MSA) program is a group of doctors and nurses who help you maximize your plan benefits. Their job is to make sure you get the full value for your health care dollars. They will work with you and your private physician to help you understand your treatment options and decide the most effective treatment plan. These services are free to you.

**Hospital admissions** – You must call the MSA before being admitted to qualify for maximum benefits.

**Emergency admissions** – If you or your family member is admitted to the hospital through an emergency room visit, you must contact the MSA within two business days.

**Pregnancy** – Contact the MSA before completion of the first trimester of pregnancy. If you or your spouse’s maternity stay lasts more than two days for a normal delivery or four days for a cesarean section, be sure to contact the MSA again. You must also contact the MSA if the newborn’s discharge date is extended beyond the mother’s.

**If you do not call the MSA, a non-certification deductible of $200 per occurrence is applied, in addition to the per-admission deductible.** For more information about the MSA program, you may call the MSA telephone number on the reverse side of your BCBSIL identification card: (800) 635-1928.
Emergency Room Care

Your plan covers emergency medical care for the initial treatment of a sudden and unexpected medical condition which has such severe life-threatening symptoms that the absence of immediate emergency medical attention could result in serious or permanent medical consequences. It also covers emergency accident care and related diagnostic services when initiated within 72 hours of the accidental injury. All emergency room visits (including at a home hospital) are subject to a $150 per-visit copay.

A medical emergency is a situation so serious that it demands immediate medical attention and could put a person's life in danger or cause serious harm. Examples of serious, life-threatening medical emergencies are:

- Severe chest pain or pressure;
- Uncontrollable bleeding;
- Loss of consciousness or confusion;
- Difficulty breathing; and
- Severe or multiple injuries, including obvious fractures.

A non-medical emergency is a situation that usually does not require immediate emergency room medical care. Examples include:

- Colds, strep throat and flu;
- Earaches;
- Sprains;
- Headaches; and
- Cuts not requiring stitches.

Emergency room and urgent care center charges are covered at emergency room level if they meet the definition of a medical emergency under the plan. If they do not meet the definition of a medical emergency under the plan, they are covered at outpatient hospital services level based on the service provider (home hospital, in-network or out-of-network).

Medical Care When Traveling Abroad

If you are enrolled in the Loyola Advantage PPO Plan and you need medical assistance when traveling outside the U.S., you have access to a range of medical assistance and claim support services. BlueCard Worldwide® provides BlueCross and BlueShield members with access to a network of traditional inpatient, outpatient and professional health care providers around the world.

Find a Doctor or Hospital Worldwide:

- BlueCard Doctor and Hospital Finder: (BlueCard Worldwide website) https://bluecardworldwide.com
- BlueCard Worldwide Service Center
- Inside the U.S.: (800) 810-BLUE (2583)
- Outside the U.S. (call collect): (804) 673-1177

When You Need Health Care Outside the U.S.

- Always carry your BlueCross BlueShield identification card.
- Check with BCBSIL before leaving the U.S. because your health care benefits may be different outside the U.S.
- If you need emergency medical care, go to the nearest hospital. Call the BlueCard Worldwide Service Center at (800) 810-BLUE (2583) or call collect at 1.804.673.1177 if you’re admitted.
- If you need non-emergency inpatient medical care, you must call the BlueCard Worldwide Service Center. The Service Center will facilitate hospitalization at a BlueCard Worldwide hospital or make an appointment with a doctor. It is important that you call the BlueCard Worldwide Service Center in order to obtain cash-less access for inpatient care except for your usual out-of-pocket expenses (e.g., deductible, coinsurance). The Service Center is staffed with multilingual representatives and is available 24-hours-a-day, seven days-a-week.
- Call BCBSIL for pre-certification or prior authorization, if necessary. Refer to the phone number on the back of your ID card.
Prescription Drug Program

The prescription drug program includes a retail pharmacy benefit. It covers prescriptions for short-term use filled at retail outlets (Walgreens, CVS, etc.) and a mail-order pharmacy for use in filling ongoing prescriptions (up to 90 days).

Before you can use program benefits for brand drugs filled at a retail pharmacy, you first pay out-of-pocket until you satisfy the annual deductible. The deductible does not apply for generic or mail order drugs. After satisfying the annual deductible, you pay a coinsurance percentage of the cost of your prescription drugs, up to an annual out-of-pocket maximum. The percentage varies depending on whether your prescription calls for a brand-name drug or a generic equivalent and if it is filled at retail or through mail order. After your share of the cost reaches the annual out-of-pocket maximum, the program pays the remaining cost of your prescriptions for the rest of the calendar year.

When you use generic drugs, you save money because the cost is lower. Generic drugs have the same active ingredients as their brand-name equivalents. Please see the following table for coverage details.

<table>
<thead>
<tr>
<th></th>
<th>Retail Pharmacy (up to 30-day supply)</th>
<th>Mail Order (90-day supply)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Generic Drugs</strong></td>
<td><strong>Advantage PPO</strong></td>
<td></td>
</tr>
<tr>
<td>Annual Deductible</td>
<td>No Deductible</td>
<td>No Deductible</td>
</tr>
<tr>
<td>Coinsurance</td>
<td>15% but no greater than $200 per script</td>
<td>5% but no greater than $400 per script</td>
</tr>
<tr>
<td><strong>Annual Out-of-Pocket Maximum</strong></td>
<td>$3,000 per person, up to $6,000 per family</td>
<td></td>
</tr>
<tr>
<td><strong>Brand Name Drugs</strong></td>
<td><strong>Advantage PPO</strong></td>
<td></td>
</tr>
<tr>
<td>Annual Deductible</td>
<td>$100 single/$200 family</td>
<td>No Deductible</td>
</tr>
<tr>
<td>Coinsurance</td>
<td>30% but no greater than $200 per script</td>
<td>15% but no greater than $400 per script</td>
</tr>
<tr>
<td><strong>Annual Out-of-Pocket Maximum</strong></td>
<td>$3,000 per person, up to $6,000 per family</td>
<td></td>
</tr>
</tbody>
</table>

Mail Order Pharmacy Saves You Money on Maintenance Drugs

When you use the mail order program for maintenance drugs (prescribed for ongoing conditions such as diabetes, asthma, hypertension, etc.), you pay NO deductible for a 90-day supply. Mail order forms are available online for your convenience at [http://www.bcbsil.com/member/rx_drugs.html](http://www.bcbsil.com/member/rx_drugs.html). PLEASE NOTE: You may not place a mail order through a retail pharmacy.

Prescription – Member Pay the Difference Program

Every year certain brand prescriptions have a generic medication come on the market that meet the same standards set by the U. S. Food and Drug Administration as brand drugs do. These generic drugs cost less. If you purchase a brand drug that has a generic equivalent, you will pay the higher coinsurance amount, plus the difference in cost between the brand drug and its generic equivalent. The choice of a generic drug saves you and the plan dollars that can be used for other health care spending. PLEASE NOTE: If your doctor has a specific medical reason for prescribing a brand drug and writes “Do Not Substitute” on your prescription, you will not be required to pay the difference in cost.

Prescription Drug Step Therapy

The Loyola Advantage PPO Plan’s prescription drug program includes a “step therapy” provision for medications used in treating certain health conditions. In the step therapy program the medical provider prescribes safe, cost-effective, therapeutically appropriate medications (typically generic drugs) before prescribing other, more costly brand-name prescriptions. The list of prescribed drugs that participate in step therapy changes from time-to-time as new medications become available. For example, medications used for treating pain and rheumatoid arthritis/psoriasis are currently on the step therapy list. When your doctor prescribes a medication, you can ask BlueCross BlueShield if the prescription is part of the step therapy program.
Prior Authorization Program

The prior authorization program encourages safe and cost-effective medication use. The program applies to certain high-cost drugs that have the potential for misuse. Before medications included in the prior authorization program can be covered under your benefit plan, your doctor will need to get approval through BlueCross BlueShield of Illinois. If you are already taking, or are prescribed, a drug that is part of the prior authorization program, your doctor can submit a prior authorization request form so your prescription can be considered for coverage. Your doctor can find prior authorization forms on the provider portal at: www.bcbsil.com. Your doctor also may call (800) 285-9426 to ask questions, or to get a form.

How the Prior Authorization Program Works

If the prior authorization request is approved, you will pay the appropriate amount based on your prescription drug benefit when you fill your prescription. If the prior authorization request is not approved, the medication will not be covered under your prescription drug benefit. You can still purchase the medication, but you will be responsible for the full cost. Or, you can talk to your doctor to find out if another drug might be right for you. Remember, treatment decisions are always between you and your doctor. As always, the appeal rights provided by your benefit plan are available to you.

Medications Included in the Prior Authorization Program

Examples of drug categories that may be included in the prior authorization program include:

- Androgens/anabolic steroids
- Antibiotics (e.g., doxycycline/minocycline)
- Antifungal agents
- Erectile dysfunction
- Narcolepsy
- Oral fentanyl
- Specialty medications

Additional categories may be added and the program may change from time to time.

To see a sample list of drugs in these categories, go to: www.bcbsil.com. If you have questions about the prior authorization program, or to find out if a particular drug is included in the program, call the Pharmacy Program number on the back of your ID card. Tools such as prior authorization encourage safe and cost-effective medication use, and help manage the rising cost of prescription drugs — for everyone.

Specialty Pharmacy Program – Prime Specialty

To assist members who require specialty medications, BlueCross BlueShield has arranged for a specialty pharmacy program through Prime Specialty. Specialty medications are generally prescribed to treat chronic, complex medical conditions, such as multiple sclerosis, hepatitis C and rheumatoid arthritis.

Specialty medications are typically given by injection or infusion, but may be taken by mouth. These drugs often require careful adherence to treatment plans and have special handling or storage requirements and may not be stocked by retail pharmacies.
Support In Managing Your Condition

Through Prime Specialty, you can have your covered specialty medication delivered directly to you or to your doctor’s office. When you choose to obtain your covered specialty medication through Prime Specialty, you receive services designed to help in managing your therapy — at no additional charge — including:

• Coordination of coverage between you, your doctor and BCBSIL.
• Convenient delivery of medication to you or your physician’s office.
• Educational materials about your particular condition and information about managing potential medication side effects.
• Syringes, Sharps Recovery System™ containers and other supplies with every shipment for self-injectable medications.
• 24/7/365 customer service phone access.

Ordering Through Prime Specialty

Coverage for specialty medications is usually provided through your prescription drug benefit. To begin using Prime Specialty Pharmacy, call (877) 627-6337. If you currently use a specialty medication, you can have your existing prescription transferred to Prime Specialty. If you have a new prescription for a specialty medication, Prime Specialty can provide you further information about submitting the prescription or having your doctor do so.

Please note that some members may not have coverage for specialty medications. In addition, the list of specialty medications may include drugs that are not covered under your benefit because of specific exclusions. Call the number on the back of your member ID card if you have questions.

Receiving Specialty Medications

Since many specialty medications have unique shipping or handling requirements, all shipments are arranged with you through Prime Specialty. Medications are shipped in plain, secure, tamper-resistant packaging.

Prior to your scheduled refill date, you may be contacted to:

• Confirm your medication, dosage and the delivery location.
• Review any prescription changes your doctor may have ordered.
• Discuss any side effects you may be experiencing
• If you need assistance, you can reach Prime Specialty at (877) 627-6337.

Prime Therapeutics LLC is an independent company providing pharmacy benefit management and specialty pharmacy services for BlueCross and BlueShield members. Prime Therapeutics Specialty Pharmacy LLC (Prime Specialty Pharmacy) is a wholly owned subsidiary of Prime Therapeutics LLC.

Call Prime Specialty at (877) 627-6337 to order. Have your member ID card and the following information ready:

• Name, address, phone number
• Name of medication
• For existing prescriptions, your current pharmacy’s name and phone number, and the prescription number
• Physician’s name and phone/fax numbers
Dental and Vision

- Dental Benefits
  - Delta Dental PPO
  - Guardian/First Commonwealth (DHMO)

- Vision Benefits
  - Overview
  - Vision Service Plan (VSP)
You may choose from two dental plan options: **Delta Dental** (a dental PPO plan) and **Guardian/First Commonwealth** (a managed-care dental plan).

### Delta Dental PPO

Through the Delta Dental PPO Plan, you choose the dentist of your choice. To access the PPO Provider list call (800) 323-1743 or go to Delta Dental of Illinois’ website at: [www.deltadentalil.com](http://www.deltadentalil.com) to select a dental provider.

There are different levels of coverage based on the PPO network. See the table for details.

<table>
<thead>
<tr>
<th>Features</th>
<th>Delta Dental PPO (In-Network)</th>
<th>Delta Premier</th>
<th>Out of Network</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You receive highest level of benefits when using network providers.</td>
<td>Benefit level is lower than PPO plan. You are not responsible for charges exceeding “Usual and Customary.”.</td>
<td>If you use out-of-network providers, you pay charges exceeding the “Usual and Customary.”.</td>
</tr>
<tr>
<td><strong>Annual Deductible Per Individual</strong></td>
<td>$50</td>
<td>$75</td>
<td>$75</td>
</tr>
<tr>
<td><strong>Preventive &amp; Diagnostic Services</strong></td>
<td>100% no deductible</td>
<td>90% no deductible</td>
<td>90% no deductible</td>
</tr>
<tr>
<td><strong>Basic Services</strong></td>
<td>80% after deductible</td>
<td>50% after deductible</td>
<td>50% after deductible</td>
</tr>
<tr>
<td><strong>Major Services</strong></td>
<td>60% after deductible</td>
<td>50% after deductible</td>
<td>50% after deductible</td>
</tr>
<tr>
<td><strong>Annual Maximum Benefit Per Person</strong></td>
<td>$1,800</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td><strong>Orthodontic Lifetime Benefit for Children up to age 26</strong></td>
<td>50% coverage up to a lifetime maximum of $1,500 per individual</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**MEDI CAL**

**PRESCRI PTION**

**LIFE**

**VISI ON**

**FLEXIBLE SPENDING**

**W**

**ORK-LIFE**

**DENTA**

**L INS U R A N CE**

**D R U G**

**$ ACC O U N TS**

**BE N E F I TS**

9

5
Pre-Determining Your Dental Costs

If your dentist recommends a course of treatment that will cost more than $200, he or she should submit a treatment plan to Delta Dental before treatment begins. This treatment plan must include:

- A report describing the planned treatment;
- Copies of necessary x-rays, photographs and models; and
- An estimate of the charges for the treatment.

Delta Dental will review the information taking into consideration alternative courses of treatment and will notify you and your dentist of the benefits which will be provided for your treatment.

<table>
<thead>
<tr>
<th>Delta Dental Eligible Members</th>
<th>Treatment</th>
<th>Coverage Level</th>
<th>Frequency per Benefit Year</th>
<th>Applies to Annual Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals with Diabetes, High Risk Cardiac Conditions, Kidney Failure or Dialysis Conditions</td>
<td>Prophylaxis and periodontal maintenance cleaning -Or- Periodontal maintenance cleaning</td>
<td>Same % as the group-contracted benefit level</td>
<td>4 x total</td>
<td>Yes</td>
</tr>
<tr>
<td>Pregnant Women</td>
<td>Prophylaxis</td>
<td>Same % as the group-contracted benefit level</td>
<td>3 x total</td>
<td>Yes</td>
</tr>
<tr>
<td>Persons with Periodontal Disease, a History of Periodontal Surgery, Suppressed Immune System Conditions or Cancer-Related Chemotherapy or Radiation</td>
<td>Prophylaxis and periodontal maintenance cleaning -Or- Periodontal maintenance cleaning Fluoride varnish (no age limits)</td>
<td>Same % as the group-contracted benefit level</td>
<td>4 x total</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 x total (following periodontal surgery)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more information, visit Delta Dental of Illinois’ website at: www.deltadentalil.com, or phone Delta’s customer service number at (800) 323-1743.
Guardian/First Commonwealth (DHMO)

Similar to a medical HMO plan, Guardian/First Commonwealth is a dental managed care plan (DHMO) with its own network of dentists. Under this plan it is not necessary for you and your family to use the same dentist, but each dentist must be a member of the Guardian/First Commonwealth network. At the time of enrollment, you must decide which dental providers you and your family will use. If you decide to change your dentist you must first call Guardian/First Commonwealth at (866) 494-4542. The change process takes approximately 20 days. An up-to-date list of the names and locations of participating dental providers may be found at www.guardiananytime.com. Note: In-network providers are only located in the state of Illinois, and the plan does not offer out-of-network benefits.

<table>
<thead>
<tr>
<th>Features</th>
<th>Coverage What the Plan Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Deductible</td>
<td>None</td>
</tr>
<tr>
<td>Preventive &amp; Diagnostic Services</td>
<td>100%</td>
</tr>
<tr>
<td>Bi-annual oral examination including full mouth and bitewing x-rays, teeth cleaning, and, for patients under age 19, topical fluoride application.</td>
<td>100%</td>
</tr>
<tr>
<td>Basic Services</td>
<td>85%</td>
</tr>
<tr>
<td>Extractions, dental surgery, space maintainers, fillings, treatment of gum disease, general anesthesia required in relation to dental surgery, endodontic and periodontal treatment.</td>
<td>85%</td>
</tr>
<tr>
<td>Major Services</td>
<td>65%</td>
</tr>
<tr>
<td>Crowns, fixed bridge restorations, removable partial or complete dentures, and repairs to existing dentures. Select Cosmetic Services are covered at 50%.</td>
<td>65%</td>
</tr>
<tr>
<td>Annual Maximum Benefit Per Person</td>
<td>None</td>
</tr>
<tr>
<td>Orthodontic Lifetime Benefit for Children and Adults</td>
<td>$1,000 savings off prevailing orthodontia fee</td>
</tr>
</tbody>
</table>
Overview

You may choose from two vision plan options: VSP® (Vision Service Plan) and AlwaysVision. Both offer eye care services through a network of service providers and access to national eye care chains. Providers in the AlwaysVision network also include Loyola University Health System Ophthalmologists. If you elect medical coverage through the Loyola Advantage PPO Plan, you are eligible for a basic vision exam and discounts on hardware through a Davis Vision provider.

Vision Service Plan (VSP)

With this plan, you may use any provider, but you will receive a higher level of benefits if you choose a VSP network provider, and you won’t have to file claims. If you choose an out-of-network provider, you pay the provider and file a claim with VSP for reimbursement. VSP also offers discounts on PRK, LASIK and Custom LASIK surgeries through many of the nation’s finest laser surgery facilities and doctors. Additional plan features include the following:

- You can receive 20% savings on additional pairs of prescription glasses and sunglasses purchased from any VSP doctor within 12 months of your last eye exam.
- You’ll also save up to 30% on lens extras such as scratch-resistant and anti-reflective coatings and progressives.
- If your eye doctor visit includes a contact lens exam, there will be a copay of up to $60 of the contact lens exam (separate from eye exam copay).
- Current soft contact lens wearers may qualify for a special contact lens program that includes an evaluation and an initial supply of replacement lenses. Ask your VSP doctor or visit www.vsp.com.
- VSP has added more retail chain providers such as Costco and Visionworks to give you more service options and locations from which to choose.

To learn more or to find a VSP network doctor, call VSP Member Services at (800) 877-7195 or go to www.vsp.com.

Davis Vision Discounts (through the Loyola Advantage PPO Plan)*

Loyola Advantage PPO plan participants can receive discounted hardware/lenses at Davis Vision providers; fees may vary by BCBSIL providers. For a list of providers:

- Go to www.bcbsil.com/providers.
- Click on “Provider Finder.”
- Under “More Searches” click on “Find a Vision Provider.”
- Click on “Find Vision Provider for “Non-HMO Members.”

The routine vision exam is covered at 100% through the medical plan at BCBSIL PPO providers. For more information on Davis Vision’s discounts on hardware, call Davis Vision at (877) 393-8844.

Laser Vision Correction

Discounts on laser vision correction services are available through the TLC/TruVision network. To schedule an appointment, call TLC/TruVision directly at (866) 484-2020.

Mail Order Contact Lenses

The Lens 1 2 3® Mail Order Contact Lens Replacement Program is a fast and convenient way to purchase replacement contact lenses at significant savings. For more information, call (800) LENS-123 [(800) 536-7123], or visit the Lens 1 2 3 website at www.lens123.com.

* The relationships between BlueCross BlueShield and Davis Vision, Inc., on behalf of TLC/TruVision, are those of independent contractors. BlueExtras is a discount program available to BCBSIL members. This is not insurance. Call the customer service number on the back of your ID card for specific benefit information under your health plan. You may want to consult with your physician prior to use of these services and products. Services and products are subject to availability by location. BCBSIL reserves the right to discontinue or change this discount program at any time without notice.

Remember:
If you enroll in the VSP plan and if your optometrist or ophthalmologist is a Davis Vision provider or if you use a Davis Vision provider for products and services, present your BCBSIL ID card to compare discounts on frames, lenses and contact lenses and determine which plan offers the better value. Davis Vision discounts are available only at Davis Vision providers.
Flexible Spending Accounts

• How Flexible Spending Accounts Work
  ◊ Enrollment
  ◊ FSA Debit Card – Benefit Express
  ◊ Reimbursement Process
  ◊ How to Contribute
  ◊ Changing Flexible Spending Accounts

• Dependent Day Care Account
  ◊ Eligible Expenses and Limitations

• Health Care Spending Account
  ◊ Eligible Expenses and Limitations
If you are a full-time University benefits-eligible faculty or staff (.80 or higher), you are eligible to enroll in one or both flexible spending accounts.

How Flexible Spending Accounts Work

The University recognizes the need to provide a program that helps you pay for expenses not covered by your health plan and expenses related to dependent care. Flexible Spending Accounts (FSAs) for health care and/or dependent day care expenses, used properly, can help save you money on these expenses. By participating in either or both of these flex accounts you use **tax-free dollars** deducted from your paychecks to pay for certain out-of-pocket expenses. The dollars you save are from the following payroll taxes:

- Federal income tax;
- State income tax (in most cases); and
- Social Security (FICA) tax.

The table offers an example of how you can save money with a Health Care FSA.

<table>
<thead>
<tr>
<th>Example: Savings with a Health Care FSA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Savings result in this example: $884</strong></td>
</tr>
<tr>
<td><strong>Annual tax</strong></td>
</tr>
<tr>
<td><strong>Contributions to the FSA</strong></td>
</tr>
<tr>
<td><strong>Taxable income after deductions to your FSA</strong></td>
</tr>
<tr>
<td><strong>Federal &amp; State income taxes, plus Social Security withholding</strong></td>
</tr>
<tr>
<td><strong>After-tax income</strong></td>
</tr>
<tr>
<td><strong>After-tax dollars spent on health care expenses</strong></td>
</tr>
<tr>
<td><strong>Take-home pay</strong></td>
</tr>
<tr>
<td><strong>Increased take-home pay</strong></td>
</tr>
</tbody>
</table>

*Actual savings will vary based on your individual tax situation.

Benefit Express administers the FSA plan for Loyola University. Once you are enrolled, it is easy to access information and download forms through their website at: [www.loyolaexpress.com](http://www.loyolaexpress.com). Claim forms may be faxed to Benefit Express at (253) 793-3766. For additional information call (877) 837-5017. The mailing address is:

Benefit Express Loyola FSA  
P.O. Box 189  
Arlington Heights, IL  60006

Enrollment

If you are a benefits-eligible new hire, you may participate in either or both the Health Care and Dependent Day Care Flexible Spending Accounts. You must enroll within your first 31 days of employment. If you do not enroll at this time, the next opportunities to enroll are during the annual Benefits Open Enrollment period, generally held during the fall, or if you experience a qualifying event such as marriage (see page 9).
Each year during the Benefits Open Enrollment period, you decide if you want to participate in one or both of the Flexible Spending Accounts for the following year. If you decide to enroll in the program, you also will have to decide how much to contribute to each account. You cannot stop, start or change this decision during the calendar year unless you experience a qualifying event, as defined by the IRS and the Plan. **Yearly enrollment is an IRS regulation.**

**FSA Debit Card – Benefit Express**

The Benefit Express debit card can simplify the process of paying for eligible health care FSA expenses. You can use the card at qualifying merchant locations, pharmacies and doctors’ offices that accept MasterCard. It is your responsibility to ensure that your FSA MasterCard is used only for qualified health care expenses, and for checking your account balances to make sure you have sufficient funds available. When you activate your card, it is loaded with the amount you have elected to contribute to your benefit program. As you use the card to pay for items eligible for reimbursement, corresponding deductions will be made from the card balance.

Special arrangements with merchants such as Walgreens and Walmart allow you to make eligible purchases that are automatically approved. In most cases, this means that you will not be required to submit receipts for substantiation, although we always recommend that you keep your receipts in case a situation arises in which a transaction is questioned. In other transactions outside of Walgreens and Walmart, you will be asked to provide copies of documentation. We recommend that you keep all receipts for the entire plan year in the event that supporting documentation is requested.

**Reimbursement of Over-the-Counter Purchases**

*Purchases of over-the-counter (OTC) medications are not eligible for reimbursement through the Health Care FSA. However, you can be reimbursed for many OTC medications if you obtain and submit a doctor’s prescription with your claim. You may continue to use your Health Care FSA to purchase OTC health care supplies such as contact lens solution and bandages without a doctor’s prescription.*

The FSA Debit Card allows you to pay for eligible expenses at the point of service. Additional benefits include:

- Immediate access to your FSA account; you avoid paying with cash or check.
- Immediate payment of the expense; you avoid waiting for the reimbursement check.

The ease of use at the point of sale reduces the burden of having to pay money out-of-pocket, and eliminating the wait for a reimbursement has proven to be extremely convenient for plan participants.

**Reimbursement Process**

If you are not using the debit card for some or all expenses, you may submit requests for reimbursement to Benefit Express, along with the required documentation of expenses incurred, after the date you became an eligible participant in the plan. You may choose to receive your reimbursement check through the U.S. mail directed to your home, or you may sign up for automatic Direct Deposit to your savings or checking account. The request for Direct Deposit can be accessed through Benefit Express by visiting the website at: [www.loyolaexpress.com](http://www.loyolaexpress.com).

You are required to use the FSA Reimbursement Request Form for submitting all eligible expenses to Benefit Express. Benefit Express forms can be printed from their website along with directions for completion of the form. When submitting it, please furnish documentation of expenses incurred either through an itemized statement from the provider, your explanation of benefits form, or ask your doctor, dentist, or pharmacist to complete and sign in the section titled Provider’s Signature on the form. The form allows you to list several expenses at once. There is a minimum of $25 in expenses before the reimbursement will be processed. Remember to sign the form and attach your supporting documentation. The easiest way to submit the form for reimbursement is by fax at (253) 793-3766. Whether the form is faxed or mailed, you should always keep a copy of all information submitted for your records.
How to Contribute

There are maximum allowable contributions that limit the salary dollars you may set aside. The Health Care FSA yearly maximum election is $2,600; the Dependent Day Care yearly maximum election is $5,000 (yearly minimum election is $240). In addition, under the guidelines of this program, the IRS Code specifies that:

- Any money not used for allowable expenses within the calendar year is forfeited and will not be refunded.
- Requests for reimbursement of dollars expended within the benefit calendar year must be submitted to Benefit Express along with the required documentation, prior to March 31 of the following year.
- Expenses reimbursed through these accounts cannot be claimed as deductions or credits when you file your income tax returns.

If a husband and wife both participate in their respective employer’s Dependent Care FSA plans, they may have a combined household — pre-tax contribution of $5,000 for the taxable year but neither may contribute more than the $2,500 per person pre-tax limit (e.g., one cannot contribute $2,000 and the other contribute $3,000).

To avoid forfeiture of your yearly elections, consider carefully the dollar amount to set aside. Review your out-of-pocket expenses for the previous two or three years. Identify how this might change in the current year and elect amounts that will cover realistic expenses. Because this program offers tax savings under IRS Section 125, your unused pre-tax salary reductions cannot be returned to you or rolled-over into future plans’ years. IRS regulations require that all funds be used or forfeited in the plan year the salary reduction was made.

Changing Your Flexible Spending Account(s)

You may elect to enter, exit or change your FSA election only if you experience one of the following:

- Change in legal marital status (marriage, divorce, death of a spouse);
- Change in number of tax dependents (birth of a child);
- Employment status change for you, your spouse or dependent;
- Dependent satisfies, or ceases to satisfy, eligibility requirements;
- Residence change by you, your spouse or dependent; or
- Change in cost of covered Day Care.

A change in benefit elections because of a qualifying event can only be made if it is consistent with the change in family or employment status and if the Human Resources Department is notified within 31 days of the change. The IRS requires anyone contributing to a Dependent Day Care Flexible Spending Account to complete Form 2441.

Remember ...

- Reducing your taxable income may affect your future Social Security Benefits.
- The IRS will not allow you to take the Dependent Care Tax Credit for expenses reimbursed through your FSA account.
- Depending on your personal situation, the Dependent Care Tax Credit may be more advantageous than the pre-tax Flexible Spending Account. Consult your tax advisor.
- Employees who terminate during the calendar year have 90 days following their termination date to submit claims which were incurred prior to the termination date.
Dependent Day Care Account

Eligible Expenses and Limitations

The Dependent Day Care Account is designed to pay for the care of children or adults who qualify so that you can work. Eligible expenses include:

- In-home care;
- Care at another’s home;
- Nursery or preschool tuition;
- After-school care;
- Dependent care centers; and
- Summer day camp as long as that cost compares reasonably with other alternatives.

You will need to provide detailed information about your dependent day care provider including: name, address, and Social Security Number or Tax Identification Number. Without this information you cannot be reimbursed.

Your Dependent Day Care Account has a few important limitations:

- Care for your dependent (who must reside in your home for at least 8 hours a day) must be necessary in order for you and your spouse (if married) to work.
- Eligible dependents are defined as children under age 13, or a spouse or legal dependent of any age whom is physically or mentally incapable of self-care.
- Dependent care, such as private babysitting, may not be provided by someone who can be claimed as your dependent for tax purposes, such as an older son or daughter.
- If dependent care services are provided at a day care center, the center must comply with applicable state and local laws and licensing requirements.

Health Care Flexible Spending Account

Eligible Expenses and Limitations

Many different health care expenses are eligible for reimbursement from your Health Care Flexible Spending Account. Eligible health care expenses are expenses incurred by you and your dependents for “medical care” as defined by IRS code.

Generally, this means an item or service for which you could have claimed a medical care expense deduction on an itemized federal income tax return, for which you have not otherwise been reimbursed or could be reimbursed from insurance or some other source.

You, your spouse, or an eligible dependent must incur these expenses. Only those expenses incurred while you are a participant in the Flexible Spending Accounts plan are eligible for reimbursement. For example, you may claim reimbursement for the following expenses:

- Health care deductibles
- Copays
- Expenses not covered by other plans
- Routine physical or dental examinations
- Infertility treatments
- Braces and other orthodontia
- Birth control items
- Vision expenses
- Hearing care expenses

Please review the table on the following page for information about common eligible and ineligible expenses.
### Health Care
- Abdominal support
- Acupuncture
- Ambulance hire
- Air conditioner for allergy relief (if prescribed by doctor; cannot be central a/c)
- Anesthesia
- Artificial limbs/prosthesis
- Alcoholism treatment
- Back support
- Birth control pills
- Braces
- Braille books/magazines
- Chiropractic services
- Copays for insurance
- Crutches
- Deductibles
- Dermatological fees

- Diathermy
- Doctor office visits
- Fertilization services
- Gynecological exams
- Hospital bills
- Immunizations
- Insulin
- Lab exams
- Medical clinic visits
- Naprapathy
- Neurological fees
- Nurse fees
- Obstetrician fees
- Orthopedic shoes
- Osteopath
- Over-the-counter drugs*
- Oxygen
- Pediatrician fees
- Physical therapy
- Physician fees
- Podiatrist fees

- Prescription drugs
- Psychiatric care
- Psychological fees
- Psychotherapist fees
- Sex therapy
- Special diets
- Surgeon fees
- Therapeutic care (for drug and alcohol abuse)
- Transplants
- Wheelchair

#### Dental Expenses
- Bridges
- Copay for insurance
- Crowns
- Dentures
- Exams and X-rays
- Fillings
- Insurance deductible
- Orthodontia

#### Hearing Expenses
- Exams
- Hearing devices and aids
- Special communication equipment for the deaf

#### Vision Care
- Contact lenses
- Exams
- Frames
- Laser eye surgery
- Lenses
- Oculist services
- Optician services
- Optometrist services

*Over the counter drugs are eligible only when prescribed by a doctor.

### Limitations

#### Bottled water
- Cosmetics, toiletries, toothpaste, etc.
- Cosmetic surgery
- Custodial care in an institution
- Funeral and burial expenses
- Health club fees
- Household and domestic help
- Marriage or family counseling

#### Maternity clothes, diaper services, etc.
- Membership fees or costs associated with weight loss or smoking cessation programs if not prescribed by a doctor
- Nursing for newborns

#### Operation expenses from illegal procedures
- Premiums for benefits
- Special schools
- Uniforms
- Vacations or travel taken for general health purpose
- Vitamins taken for general health purposes

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The list below shows examples of **eligible** expenses. For a complete listing consult Benefit Express.

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The list below shows examples of **ineligible** expenses. For a complete listing consult Benefit Express.
Retirement Savings Plans

- Defined Contribution Retirement Plan (DCRP)
  - Automatic Enrollment
  - Automatic Increase and Automatic Save
  - Investment Elections
  - 403(b) Annual Contribution Limits

- Loyola University Employees’ Retirement Plan (LUERP)
Defined Contribution Retirement Plan (DCRP)

The University offers you an easy way to save for retirement through the Loyola University Chicago Defined Contribution Retirement Plan (DCRP), a 403(b) plan. The DCRP is an excellent starting point for you to build a source of income for your retirement. You may contribute a percentage of your pay to your account with before-tax earnings up to the IRS limits. The current IRS limit is $18,000. If you are age 50 or older you may contribute an additional $6,000 as “catch-up”.

All eligible LUC faculty and staff may enroll in and make elective contributions to the plan beginning with their date of hire. To be eligible for the employer contributions you must be a .53 FTE or greater (or .50 FTE or greater for Stritch School of Medicine employees) in a non-temporary position.

After 60 days of employment, benefit eligible faculty and staff receive University contributions of 5% of their salary each pay period to the DCRP. Faculty and staff may also receive additional matching contributions each pay period from the University. The University will match your contribution up to a maximum of 5% of your salary. You are immediately vested in the University’s contributions.

Automatic Enrollment

The DCRP has an automatic enrollment feature. After 60 days of employment the University will automatically enroll employees in the DCRP at 1% of salary. You may elect to opt out of this feature or increase your contribution by contacting Transamerica at 773-508-2770 or visit www.luc.trsretire.com.

Automatic Increase and Automatic Save Program

Faculty and staff who are contributing at least 1%, but less than 5% to your retirement plan, will be placed into the automatic-increase program to increase your annual contributions by 1% each year until your contributions reach 5%. You may also sign up for the automatic-save program. The automatic contributions will be 1% of your eligible pay each pay period and will increase by 1% each year in January. You may stop the automatic-increase and/or automatic-save by calling the Loyola Retirement Center by December 1 each year.

Investment Elections

The DCRP offers a variety of investment options for faculty and staff to choose from. There are 15 options in the Transamerica panel as well as 4 TIAA-Cref funds. If you do not make an investment election prior to your automatic enrollment in the plan, you will be assigned to a “default” investment option; Vanguard Target Date Funds. These funds are age specific based on the date you will become age 65. In order to change your investment elections contact Transamerica at 773-508-2770 or visit www.luc.trsretire.com. You may change your investment elections at any time.
403(b) Defined Contribution Retirement Plan – 2017 IRS Limits for Benefit Plans

Each plan year the U.S. government-IRS adjusts limits for pension plans and other benefit programs to reflect price and wage inflation and changes in the law.

<table>
<thead>
<tr>
<th>Retirement Plans</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic limit - maximum annual compensation that can be used for calculating</td>
<td>$270,000</td>
</tr>
<tr>
<td>percentage of contributions to your account</td>
<td></td>
</tr>
<tr>
<td>Maximum amount you can contribute to your account (Does not include employer</td>
<td>$18,000</td>
</tr>
<tr>
<td>matching contribution)</td>
<td></td>
</tr>
<tr>
<td>Dollar limit for catch-up contributions for participants age 50 and older</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

Loyola University Employees’ Retirement Plan (LUERP)

For staff employees hired on or before March 1, 2003, you may have been a participant with frozen defined retirement benefits under the Loyola University Employees’ Retirement Plan (LUERP). Please contact Donna Piha, Manager LUERP at (312) 915-7925 for information, or view details at: [www.luc.edu/hr/luerp.shtml](http://www.luc.edu/hr/luerp.shtml).

Remember:

The Loyola Retirement Center is staffed by Transamerica consultants, who are available to assist you with setting up and maintaining your retirement account. You may transfer or reallocate investment contributions at any time simply by telephoning the Loyola Retirement Center. You have the opportunity to meet with a retirement counselor on a one-on-one basis at any time by calling to make appointment. You can call Transamerica at (773) 508-2770 or visit their website at www.luc.trsretire.com.
Life/STD/LTD/AD&D

- **Life Insurance**
  - University-Paid Benefits
  - Supplemental Life
  - Employee
  - Spouse
  - Child
  - If You and Your Spouse Are Both Eligible
  - Supplemental Life Insurance Cost Calculator
  - Evidence of Insurability for Supplemental Life for Employee and Spouse

- **Accidental Death & Dismemberment (AD&D) Insurance**
  - Overview
  - Additional Benefits through On-Call International, Inc.
  - Designating a Beneficiary – for All Life Insurance
  - Continuation of Life Insurance
  - Elective Termination of Life and AD&D Insurance

- **Short-Term Disability**
  - University-Paid Benefits

- **Long-Term Disability**
  - University-Paid Benefits
  - Additional Benefits Available through LTD
  - Overview of Disability Benefits
University-Paid Benefits

You are eligible for University-Paid Basic Life Insurance if you are Loyola University Chicago faculty (.80 or higher) or staff (.53 or higher). If you are eligible, the University automatically provides you with Basic Term Life Insurance equal to one-and-one-half (1½) times your annual salary up to $500,000. The University pays the entire cost of this coverage.

If your Basic Life Insurance benefit exceeds $50,000, the premium that the University pays for coverage over $50,000 is considered imputed income, as mandated by the IRS. Imputed income is subject to federal income and Social Security (FICA) taxes. The taxable amount is included in your W-2 and is calculated using an IRS age-based table. If you wish to limit your life insurance coverage to a $50,000 maximum, you will not be subject to the excess tax. To do this, you must complete a waiver form obtained from the Human Resources office.

If you elect to limit your life insurance to $50,000, and later wish to reinstate your coverage amount to the original 1½ times your salary, or increase any other life insurance coverage, you will need to complete an Evidence of Insurability form, which may include a physician’s certification of good health. Contact the Human Resources office if you have questions.

Beneficiaries for your Basic Life must be the same for Supplemental Life and Accidental Death & Dismemberment. For more information, please contact the Human Resources office.

Supplemental Life Insurance

Employee

If you are benefits-eligible and interested in additional Term Life Insurance coverage for yourself, you may purchase Supplemental Life Insurance. This coverage may be purchased in amounts equal to 1, 2, 3, 4, or 5 times your annual salary, up to a maximum of $500,000. The cost for this coverage is based on your age. The premium you pay for this coverage automatically changes when your salary or age changes. Please realize that the amount of coverage you select may be subject to Evidence of Insurability rules. In compliance with the Age Discrimination in Employment Act (ADEA-B), Basic and Supplemental Life Insurance coverage will be reduced when the employee reaches age 65. The amounts of coverage decrease as shown in the chart to the right.

Spouse

If you are benefits-eligible, you may purchase life insurance coverage for your spouse if you elect employee supplemental life insurance for yourself. The amounts for spouse supplemental life insurance start in $5,000 increments up to $50,000 and thereafter, $10,000 increments up to a maximum of $100,000. However, the maximum coverage for your spouse without Evidence of Insurability (EOI) is $25,000, only for a new hire. Also, you may not purchase more life insurance on your spouse than you have purchased on yourself. A Legally Domiciled Adult (LDA) is not eligible to enroll in Spousal Life insurance.

Child

If you are benefits-eligible, you also may purchase a flat $5,000 plan that covers your unmarried dependent children from age six months until age 26. You may cover newborns and newly adopted children if you enroll them within 31 days after their arrival. The coverage amount for newborns through age six months is $1,000.

<table>
<thead>
<tr>
<th>Age</th>
<th>Insurance Benefit is Reduced by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td>35%</td>
</tr>
<tr>
<td>70</td>
<td>55%</td>
</tr>
<tr>
<td>75</td>
<td>70%</td>
</tr>
<tr>
<td>80</td>
<td>80%</td>
</tr>
<tr>
<td>85</td>
<td>85%</td>
</tr>
</tbody>
</table>
If You and Your Spouse Are Both Eligible

If both you and your spouse are faculty and staff working at Loyola University and eligible for coverage, you both cannot enroll and cover each other. You can both enroll for separate employee-only coverage. Only one of you can enroll your eligible dependent children.

Calculating the Cost of Your Supplemental Life Insurance Coverage

Follow these steps

<table>
<thead>
<tr>
<th>Step 1 - Employee Supplemental Life</th>
<th>$ ____________ Your Yearly Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>x ____________ 1, 2, 3, 4, or 5 (salary multiplier)</td>
</tr>
<tr>
<td></td>
<td>= $ ___________ Amount of Coverage you want</td>
</tr>
</tbody>
</table>

| Step 2 | Round the Amount of Coverage to the next higher $10,000 increment (e.g., $214,300 becomes $220,000) |

| Step 3 | $ ____________ Your Coverage Amount ÷ 1,000 = Employee Units ________ |

| Step 4 | Employee Units x $ Employee Cost*/Per Unit = $ ____________ |

| Step 5 - Spousal Life* | Spouse Coverage $ Cost = $ ____________ (+) |

| Step 6 - Child Life* | $5,000 Children @ $0.36 Cost = $ ____________ (+) |

Total Monthly Cost: = $ ____________

*Refer to the University's 2017 Monthly Premiums Sheet (page 61) for cost.

Evidence of Insurability for Supplemental Life for Employee and Spouse

Evidence of Insurability (EOI) is the process by which an insurance carrier determines if you or your spouse is insurable at or above a certain dollar amount by requiring proof of good health. If you are newly hired, you may elect supplemental life insurance up to 2x your annual salary without an EOI if you enroll within the first 31 days of employment. Any new election or increase to coverage made after your new hire enrollment period will require EOI. Human Resources can provide you with instructions for you to complete the EOI and submit to the insurance carrier.

Evidence of Insurability

<table>
<thead>
<tr>
<th>When Evidence of Insurability Is Required</th>
<th>Applies</th>
<th>Does Not Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life Insurance (1.5 times your annual salary)</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>If your supplemental life exceeds 2x your annual salary</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>If Spousal Dependent Life is greater than $25,000</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Any change to Supplemental Life or Spouse Life if not elected within the first 31 days of employment</td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>
Accidental Death & Dismemberment (AD&D) Insurance

Overview

This plan provides protection for all benefits-eligible faculty and staff if you, your spouse, or your dependent children (up to age 26 and unmarried) die or are dismembered as a result of an accident. The plan provides full coverage 24 hours-a-day, 365 days-a-year. You may purchase one of four coverage amounts for you and/or your family:

- $50,000
- $100,000
- $200,000
- $300,000

If you choose coverage for yourself, your beneficiary will receive 100% of this coverage if you should die in an accident. If you are dismembered in an accident, you will receive a percentage of your benefit amount. If you choose coverage for your family, the chart below shows your family’s death benefit amounts. Your spouse is eligible until age 70. A Legally Domiciled Adult (LDA) is not eligible.

<table>
<thead>
<tr>
<th>If you cover your...</th>
<th>Accidental Death and Dismemberment Insurance (AD&amp;D)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse only</td>
<td>The death benefit amount paid would be...</td>
</tr>
<tr>
<td></td>
<td>50% of your benefit for spouse up to a maximum of $150,000</td>
</tr>
<tr>
<td>Child(ren) only</td>
<td>20% of your benefit up to a maximum of $30,000 per child</td>
</tr>
<tr>
<td>Spouse and Child(ren)</td>
<td>40% of your benefit for your spouse up to a maximum of $150,000 and 10% of your benefit per child</td>
</tr>
</tbody>
</table>

Designating a Beneficiary – for all Life Insurance

Life insurance benefits are paid to the beneficiary on file when a life insurance claim is processed. You are automatically the beneficiary of any Supplemental Life Insurance you elect for your spouse and children. Your beneficiary designation may be completed through Lawson self-service and allows you to specify both a primary and secondary beneficiary for your own insurance coverage. You may change your beneficiary at any time during the calendar year. Below is an example of suggested wording for identifying your beneficiary.

<table>
<thead>
<tr>
<th>How to Designate Your Beneficiary for Life Insurance Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Beneficiary</td>
</tr>
<tr>
<td>To your estate</td>
</tr>
<tr>
<td>One Beneficiary</td>
</tr>
<tr>
<td>Two Beneficiaries (equal shares)</td>
</tr>
<tr>
<td>Two Beneficiaries (unequal shares)</td>
</tr>
<tr>
<td>One primary and one contingent</td>
</tr>
</tbody>
</table>
Elective Termination of Life and AD&D Insurance

You have the option to terminate your life insurance election(s), such as Employee Supplemental Life, Dependent Spouse Life, Child Life, and AD&D anytime throughout the year if you experience a qualifying event. Your life insurance (term life) ends on the last day worked (refer to Continuation of Life Insurance referenced below).

Continuation of Life Insurance

Life insurance ends on your last day worked. Dependent life insurance coverage terminates either when your coverage ends or when the individual ceases to be your eligible dependent. For life insurance purposes, an unmarried dependent child, who is eligible for life insurance benefits, is covered up to age 26. You may have portability options to continue your life insurance, provided you are not sick or injured. Portability permits a portion of your existing (group) coverage to be continued through the carrier after your University employment ends and you contact the life insurance provider within 31 days of your last day worked.

Alternatively, you have the option to convert your group life insurance to an individual (permanent) whole life policy with the carrier. You must act within 31 days of your termination date to continue coverage under either option.

Short-Term Disability

University-Paid Benefits

The University automatically provides Short-Term Disability (STD) coverage to all benefits-eligible full-time faculty and full-time staff. STD benefits provide salary replacement during a medical leave due to a medical condition (including pregnancy) that prevents you from performing your regular work responsibilities for more than three workdays. This benefit is provided at no cost to benefits-eligible faculty and staff. For details, see Loyola University’s STD policy at: http://www.luc.edu/hr/policies.shtml

For full-time benefits-eligible faculty and University administrators who have completed six months of employment, 100% of the STD benefit amount is paid for up to the first 14 weeks of any illness or disability that prevents them from working. Then the STD benefit is paid at 80% for another 12 weeks.

For full-time benefits-eligible exempt staff members who have completed six months of employment, 100% of the STD benefit amount is paid for up to a 10-week maximum of an eligible illness or disability that prevents them from working, following a 10 working day elimination (waiting) period before benefit payments begin.

For full-time benefits-eligible non-exempt and professional-hourly staff members who have completed six months of employment, 100% of the STD benefit amount is paid for up a 10-week maximum of an eligible illness or disability that prevents them from working, following a 10 working day elimination (waiting) period before benefit payments begin.
Long-Term Disability

University-Paid Benefits

You are eligible for University-paid Long-Term Disability (LTD) benefits if you are a University faculty (.80 or higher) or staff (.80 or higher). If you are eligible, the University provides you with paid Long-Term Disability (LTD) coverage. LTD benefits provide salary replacement during an extended leave due to an eligible medical condition that prevents you from performing your regular work duties and responsibilities.

When approved by the LTD insurance carrier, the LTD Plan will pay 66-2/3% of your pre-disability University earnings (your eligible monthly/contracted salary), less other disability income benefits, up to a maximum benefit of $12,500 per month (minimum $100).

For full-time benefits-eligible faculty and University administrators, benefits begin after 180 consecutive calendar days of any illness or disability that prevents them from working. Length of benefit payments varies.

For full-time benefits-eligible exempt staff members, benefits begin after 90 consecutive calendar days of any illness or disability that prevents them from working. Length of benefit payments varies.

For full-time benefits-eligible non-exempt and professional-hourly staff members, benefits begin after 90 consecutive calendar days of any illness or disability that prevents them from working. Length of benefit payments varies.

Short-Term and Long-Term Disability insurance terminates on your last day worked. You may contact the Human Resources Office for more details on the Long-Term Disability Plan. Refer to the tables on the following pages that summarize STD and LTD benefits.
# Disability Benefits

<table>
<thead>
<tr>
<th>Plan Provisions</th>
<th>Short-Term Disability (STD)</th>
<th>Long-Term Disability (LTD)*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility</strong></td>
<td>All University Full-Time Benefits-Eligible Faculty and University Administrators who have completed 6 months of employment</td>
<td>All Other University Full-Time, Benefits-Eligible Staff Employees who have completed 6 months of employment</td>
</tr>
<tr>
<td><strong>Definition of Disability</strong></td>
<td>Your absence from work lasting more than 3 consecutive working days due to your own illness or non-work related injury</td>
<td></td>
</tr>
<tr>
<td><strong>Elimination Period</strong></td>
<td>Benefits are payable from the 1st day of absence (when the absence lasts more than 3 working days)</td>
<td>Benefits are payable after 10 working days of absence.</td>
</tr>
<tr>
<td><strong>Benefit Duration</strong></td>
<td>Benefits are payable for up to 26 weeks for any one period of disability.</td>
<td>Benefits are payable for up to 10 weeks for any one period of disability.</td>
</tr>
<tr>
<td><strong>Benefit Amount</strong></td>
<td>100% of predisability earnings for the first 14 weeks, 80% for next 12 weeks.</td>
<td>100% of predisability earnings.</td>
</tr>
<tr>
<td><strong>Period of Disability</strong></td>
<td>If you begin a period of disability, return to work for less than 30 calendar days and are again unable to work due to the same illness or non-work related injury, your entire absence will be treated as a single period of disability.</td>
<td></td>
</tr>
</tbody>
</table>

*The LTD benefits are provided through an ERISA Plan. The benefits and definitions cited here are for illustration. In the event of conflicting information, the actual terms of the LTD plan, as evidenced by the Plan document, shall govern. The University further reserves the right to terminate or modify the terms of its benefit programs at any time.*
• Tuition Benefits
  ◊ Dependent Eligibility
  ◊ Taxability of Graduate Tuition

• Employee Assistance Program (EAP)
  ◊ EAP Is Voluntary, Confidential and Free
  ◊ Covers a Wide Range of Issues

• Loyola Transit Benefit
  ◊ How the Program Works

• Employees’ Federal Credit Union

• Pet Insurance

• Weight Watchers® Program

• AAA
  ◊ Membership
  ◊ Auto and Home Insurance
  ◊ Travel

• University Holidays

• Paid Time Off — Sick and Personal Time
  ◊ Vacation
  ◊ Sick Leave
  ◊ Personal/Family-Friendly Days
  ◊ Funeral Leave
  ◊ Jury Duty

• Group Legal Plan

• Long-Term Care
  ◊ Cost of Coverage
  ◊ A “Portable Plan”
  ◊ How to Enroll
  ◊ Long-Term Care Provisions

• Adoption Assistance

• Housing (Home Buyer) Program

• Divvy Bike Discounts
### Tuition Benefits

#### Dependent Eligibility

Your dependents are eligible for tuition benefits if they meet the following definitions:

- **“Dependent child” or “dependent children”**: Includes your biological, adopted children and stepchildren under age 24. In order for the benefit to be tax free, you must be married to the parent of the stepchild.
- **Relationship**: The taxpayer's child or stepchild (whether by blood or adoption).
- **Residence**: Has the same principal residence as the taxpayer for more than half the tax year. Exceptions apply, in certain cases, for children of divorced or separated parents, temporary absences, and for children who were born or died during the year.
- More information on tuition benefit at [www.luc.edu/hr](http://www.luc.edu/hr)

#### Requirements

<table>
<thead>
<tr>
<th>Full-Time Benefits Eligible Employees Only (FTE .80 or higher)</th>
<th>Benefits for Full-Time Faculty and Staff</th>
<th>Benefits for Spouse/LDA and Dependent Children¹</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service</strong>&lt;br&gt;All employees hired on or after August 1, 2005, are eligible at the start of the first complete academic term that begins after completing one year of continuous full-time employment.</td>
<td><strong>Undergraduate Programs:</strong>&lt;br&gt;(Not Taxed)²&lt;br&gt;Tuition Benefit pays 100% of tuition which only covers 3 courses or 9 semester hours per semester or 2 courses per quarter or 8 quarter hours. Employees are financially responsible for tuition, program deposits and fees not covered by the Tuition Benefit Policy.</td>
<td><strong>Undergraduate Programs:</strong>&lt;br&gt;The Benefit pays 100% of undergraduate tuition after the 10 percent copay (including Rome Center &amp; FACHEX tuition) for the spouse/LDA and dependent children of full-time benefits-eligible employees. The benefit covers tuition only and does not include student activity, copays or deposits, instructional fees, room and board, or other expenses.</td>
</tr>
<tr>
<td><strong>Admissions &amp; Academic Eligibility</strong>: Admission into any academic program is never guaranteed and competition may be intense for a limited number of available openings.</td>
<td><strong>Graduate &amp; Professional Programs:</strong> (Taxed)³&lt;br&gt;Tuition Benefit pays 100% of tuition which covers two courses per semester (8 semester hours) or two per quarter (8 quarter hours). The School of Medicine, The School of Law, Continuum Program Non-Credit Courses, Executive Education Programs, Executive MBA program and any other program that is not conferred at Loyola University Chicago are ineligible for the Tuition Benefit. These are specialized courses of study and involve a special time commitment from the faculty and staff member in the advancement of their career and reflect a significant investment by the University in the faculty or staff member.</td>
<td><strong>Copays</strong>:&lt;br&gt;If dependent child or spouse/LDA is enrolled in 12 or more credit hours (full-time), the student contributes a copay towards tuition.<em>&lt;br&gt;If dependent child or spouse/LDA is enrolled in 11 or fewer credit hours (part-time), the student contributes a copay towards tuition.</em>&lt;br&gt;<strong>The copays are shown on the HR policy website and may increase each July 1.</strong></td>
</tr>
<tr>
<td><strong>Deadlines &amp; Forms</strong>: Strict compliance with all academic, financial and financial aid, and Human Resource policies and requirements is required. Failure to comply with stated deadlines and requirements will result in forfeiture of the tuition benefit for current or future terms.</td>
<td></td>
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</tbody>
</table>

¹Loyola University’s definition of dependent child and spouse/LDA follows the guidelines established by the Internal Revenue Service, with a maximum age of 24 for the dependent child. For a “non-dependent” tuition is taxable income under the IRS guidelines.

²Undergraduate Tuition Benefits are not subject to income tax.

³Graduate Tuition Benefit is subject to federal and state income tax and Social Security; additional payroll tax will be withheld each academic term.

#### Taxability of Graduate Tuition

Federal law currently makes graduate Tuition Benefit provided in excess of $5,250 in a calendar year subject to federal and state income tax, as well as social security withholdings. Graduate Tuition Benefit received in excess of $5,250 in a calendar year is imputed as income and taxed based on current income tax tables and tax bracket. Additional tax withholdings for this taxable Tuition Benefit will be taken from paychecks during the academic term for which Tuition Benefits apply.

The IRS may still allow you to deduct “qualified educational expenses” on your individual annual tax return. The IRS regulations and their explanation on tax treatment of educational expenses can be found at the IRS website: [https://www.irs.gov/publications/p970/ch06.html](https://www.irs.gov/publications/p970/ch06.html). The University cannot provide tax advice, so you should consult a tax advisor for possible deductibility of any Graduate tuition benefits.

Visit [www.LUC.edu/hr/policy_tuition.shtml](http://www.LUC.edu/hr/policy_tuition.shtml) for detailed information on the tuition benefit and its restrictions and requirements.
Employee Assistance Program (EAP)

The University offers an Employee Assistance Program (EAP) to help find solutions to issues and difficulties of daily life. This program is offered, at no cost, through Perspectives, Ltd., and is available to all employees and their families. Perspectives is a professional EAP firm established in 1981.

EAP Is Voluntary, Confidential and Free

Voluntary

Most people call the EAP on their own before problems interfere with job performance. Occasionally, a referral to the EAP is made for poor job performance. In those instances, it remains your choice to use the EAP just as it is your responsibility to improve job performance.

Confidential

Perspectives follow all state and federal confidentiality laws. No information is shared without your written permission except where required by law. No record of EAP participation will appear in your personnel file. When a job performance referral is made to the EAP, with your written consent, your supervisor may be told only whether you have followed through with your EAP appointment(s) and recommendation(s).

Free

The assessment, referral and short-term counseling services described herein are free to you and your family. If a referral includes ongoing counseling for mental health or substance abuse, Perspectives will help coordinate the referral with insurance where appropriate.

With offices in and around the Chicagoland area, Perspectives can offer a wide variety of assistance to faculty, staff and their families including:

- individual counseling on a wide range of personal and work issues;
- supervisor and manager consultations;
- work-life services;
- workshops and seminars for departments; and
- wellness and educational materials and resources.

To schedule an individual appointment with one of Perspectives’ licensed professionals, call (800) 456-6327. Perspectives schedules appointments between 8:00 a.m. and 6:00 p.m. weekdays and has 24-hr/7-day-a-week emergency services. To access Perspectives from outside Loyola, go to http://www.perspectivesltd.com/login.aspx. The username is: LOY500. The password is: perspectives.

Covers a Wide Range of Topics:

<table>
<thead>
<tr>
<th>Family</th>
<th>Work-Related</th>
<th>Emotional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child issues</td>
<td>Career issues</td>
<td>Anger issues</td>
</tr>
<tr>
<td>Elder issues</td>
<td>Interpersonal</td>
<td>Anxiety</td>
</tr>
<tr>
<td>Communication</td>
<td>Job “burnout”</td>
<td>Depression</td>
</tr>
<tr>
<td>Family conflict</td>
<td>Financial</td>
<td>Eating disorder</td>
</tr>
<tr>
<td>Serious illness</td>
<td>Work-related</td>
<td>Grief/loss</td>
</tr>
<tr>
<td>Parenting</td>
<td>Budget control</td>
<td>Life transition</td>
</tr>
</tbody>
</table>

Marital/Relationship

- Domestic violence
- Dual career issues
- Resolving conflict
- Separation/divorce
- Grief/loss
- Life transition
- Mood swings
- Stress

Legal

- Child support
- Divorce

Substances

- Alcohol
- Illegal drug abuse
- Prescription drugs

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Loyola Transit Benefit

The Transit Benefit Program is an employer-sponsored program that allows full-time faculty and staff members to pay for certain transportation expenses on a pre-tax basis.

The Benefits Debit Card (provided by Benefit Express) is a MasterCard that will provide ALL services for your reimbursement accounts: Transit, FSA-Health Care, and FSA-Dependent Care.

How it Works

The Transit Benefit Program offers you the opportunity to set aside money from your paycheck on a pre-tax basis which you can use for eligible transportation expenses. You can elect up to $255 per month. Your transit election, by payroll deduction, is then added to your Benefits Debit card on a monthly basis. The Benefits Debit Card will allow you to purchase or fund your transit options for the Chicago Transit Authority (Ventra), Pace or Metra.

How the Program Works

Enroll in the Transit Benefit Program via the Internet at: www.LoyolaExpress.com. Using the Internet to enroll is easy and safe. Our secure website is set up to automatically take you through easy enrollment steps with instructions online. After you log on, the website will prompt you to enter your LOYOLA USERNAME and your LOYOLA PASSWORD. You may phone Benefit Express - Customer Service at (877) 837-5017 if you have questions or enrollment problems.

- You may log on at any time to view or change your elections. To change your election(s) online, the cut-off date is the 14th of each month. Your new change will be effective with the following full month’s payroll deduction(s) taken from the subsequent month’s transit fare media.

- A minimum of three consecutive months is required before withdrawal. If you choose to withdraw from the program, please use the form on the Benefit Express website.

*The maximum limits are set by the IRS and are subject to change at any time.
Loyola Credit Union

Membership is open to all faculty and staff of Loyola University Chicago, Loyola University Medical Center, and Madden Mental Health Center, and their immediate family. A savings account may be opened with a minimum balance of $25. You may authorize payroll deduction for direct deposit into your Credit Union account(s). Membership forms may be obtained in the campus HR office or by contacting the Credit Union at (708) 216-4500. Services include:

<table>
<thead>
<tr>
<th>Direct Payroll Deposit</th>
<th>Loan options</th>
<th>Discount tickets:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Savings Account</td>
<td>• Signature</td>
<td>• Local movie theaters</td>
</tr>
<tr>
<td>• Free Checking</td>
<td>• New/used car</td>
<td>• Great America</td>
</tr>
<tr>
<td>• ATM Debit Card</td>
<td>• Boat</td>
<td>• Summer Salary Plan</td>
</tr>
<tr>
<td>• CD</td>
<td>• Motorcycle</td>
<td>• Visa Credit Card</td>
</tr>
<tr>
<td>• IRA</td>
<td>• Home Improvement</td>
<td></td>
</tr>
<tr>
<td>• Special Savings Clubs</td>
<td>• Computer</td>
<td></td>
</tr>
</tbody>
</table>

To access Loyola Credit Union from inside Loyola, go to [https://www.luefcu.com](https://www.luefcu.com).

Pet Insurance

Nationwide Pet Insurance is the oldest, largest, and number one veterinarian-recommended pet health insurance provider.

With comprehensive plans designed to protect you financially when the unexpected occurs, affordable coverage from Nationwide Pet Insurance allows you to focus on providing optimal healthcare for your pet rather than worrying about the cost of treatment. You can be reimbursed for veterinary expenses such as surgeries, diagnostic tests, hospitalization, prescriptions, vaccinations and more.

With discount rates as a Loyola employee, you can save hundreds of dollars in Nationwide Pet Insurance premiums over the life of your pet.

Call (877) 738-7874 or visit [http://www.petinsurance.com/luc](http://www.petinsurance.com/luc) to enroll.
Weight Watchers® Program

If you are a full-time benefits-eligible faculty or staff member, you can receive reimbursement of up to $200 per calendar year towards the cost of your Weight Watchers® membership.

Here's how the program works:

- Join Weight Watchers®. You can choose any payment option, but you must attend weekly sessions (online and at-home programs are not eligible).
- Download a Weight Watchers® form from http://www.luc.edu/hr/forms/. Use the sheet to track your attendance. (Weight Watchers® forms are subject to change at any time; please check the website regularly for any updates or changes.)
- Attend meetings for a three-month “series”: January through March; April through June; July through September; or October through December.
- You can receive reimbursement at the end of each three-month series by submitting your completed form (signed by your Weight Watchers® representative) and a copy of proper receipts or documentations to Human Resources.
- You must attend 80% of 13 consecutive weekly sessions each quarter to be eligible for reimbursement. The maximum reimbursement per year is $200, regardless of the combination of sessions you complete.
- Have your Weight Watchers® leader sign and validate the reimbursement form. Your form must be received in Human Resources within 31 days of the end of the series (April 30, July 31, October 31, January 31) in order to receive reimbursement. Late forms without proper receipts or documentation will not be processed.
- The reimbursement cost of a Weight Watchers® type program is a Taxable Fringe Benefit that is considered taxable income by the Internal Revenue Service. Your reimbursement will be received via check; however, the amount reimbursed will be included as taxable income in your paycheck.

AAA Membership and Travel Services

Loyola University Chicago employees are eligible for group savings on AAA Membership and Home & Auto Insurance. To join AAA or get a free insurance comparison quote, call (888) 203-2606. Please use group code UNV006 for AAA membership and home quotes, use group code #500AUNV006 for auto quotes.

Membership

- 15% discount on dues for you and your associate members (spouse and children).
- Show Your Card & Save® nationwide discounts that can save you up to 20% on eyeglasses, apparel, entertainment, restaurants, auto repair and more.
- 24-hour roadside assistance.
- Free TripTik® routings, Tourbook® guides and maps.

Auto and Home Insurance

- Savings on a wide selection of coverage to meet your needs and budget.
- Convenient, automatic premium deductions from your checking account for easy budgeting.
- Group-rated auto insurance with additional discounts for safety and security device usage, and for multi-vehicle coverage.
- Group-rated home insurance with additional discounts for security device usage, new homes and homeowners age 50 and up.
- Multi AAA product discount.

Travel

- Exclusive member-only savings, upgrades, shipboard credits and special amenities on thousands of vacation packages when you make your reservations through AAA Travel.
- Full-service travel arrangements for tours, cruises and more.
- International driving permits and passport photos.
- Professional planning and advice from AAA travel consultants.
University Holidays

For the University’s paid holiday calendar (for FTE .80 or higher), please go to: http://www.luc.edu/hr/holiday-calendar/.

Paid Time Off – Sick and Personal Time

Staff positions who are scheduled to work 20 hours or more per week (and are paid biweekly) are eligible.

Vacation

Paid vacation time is accrued bi-weekly according to the following schedule

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>1 Year</th>
<th>5 Years</th>
<th>10 Years</th>
<th>20 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directors and above</td>
<td>4 weeks</td>
<td>—</td>
<td>—</td>
<td>5 weeks</td>
</tr>
<tr>
<td>Exempt Staff</td>
<td>3 weeks</td>
<td>—</td>
<td>4 weeks</td>
<td>5 weeks</td>
</tr>
<tr>
<td>Non-Exempt Staff</td>
<td>2 weeks</td>
<td>3 weeks</td>
<td>4 weeks</td>
<td>5 weeks</td>
</tr>
</tbody>
</table>

If you are a 9-, 10-, or 11-month exempt staff member on the monthly payroll, you do not accrue paid vacation time.

Newly-hired employees begin accruing vacation time immediately, but are not eligible to use it until they have completed 6 months of employment.

Sick Leave

In general, staff earn up to 10 days per year of paid sick time. The amount of leave and/or short-term disability benefits vary according to your classification. Sick Leave banks are limited to 30 days. Details are at: http://www.luc.edu/hr/policies/sick-leave/.

Personal/Family-Friendly Days

Each benefits-eligible, full-time staff employee (working 12 months) will receive four (4) Personal/Family-Friendly Days each year to be used for personal business. Newly hired staff employees are eligible after 90 days of employment and the amount of Personal/Family-Friendly Days may be prorated based on date of hire (see chart to right). Part-time staff, scheduled to work 20 or more hours per week, will receive two (2) days. To encourage you to use these days during the calendar year, they do not carry over from one year to the next. Personal/Family-Friendly Days will not be paid out at termination or retirement. Personal days can not be used during the two weeks before a termination.

Funeral Leave

Respecting a staff member’s grief, the University allows three (3) consecutive paid days off to a staff member (after 30 days of employment) experiencing a death in the immediate family, or one (1) day if the death is in the extended family.

Jury Duty

The University supports the judicial system by paying full salary to those employees (after 30 days of employment) who serve on jury duty when the staff has informed his/her department of the call to serve. The Bailiff’s receipt should be returned to the supervisor.
Group Legal Plan

If you are benefits-eligible, you can enroll in The Hyatt Group MetLaw Plan. The Plan provides you, your spouse and eligible dependents access to a network of attorneys who can provide a wide range of professional legal services including:

<table>
<thead>
<tr>
<th>Legal Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wills and Codicils</td>
</tr>
<tr>
<td>Living Wills</td>
</tr>
<tr>
<td>Powers of Attorney</td>
</tr>
<tr>
<td>Living Trusts</td>
</tr>
<tr>
<td>Court Appearances</td>
</tr>
<tr>
<td>Civil Litigation Defense</td>
</tr>
<tr>
<td>Consumer Protection</td>
</tr>
<tr>
<td>Juvenile Court Defense</td>
</tr>
<tr>
<td>Name Change</td>
</tr>
<tr>
<td>Mortgages</td>
</tr>
<tr>
<td>Deeds</td>
</tr>
<tr>
<td>Notes</td>
</tr>
<tr>
<td>Demand Letters</td>
</tr>
<tr>
<td>Affidavits</td>
</tr>
<tr>
<td>Review of Personal Legal Documents</td>
</tr>
<tr>
<td>Pre-Marital Agreement</td>
</tr>
<tr>
<td>Eviction Defense</td>
</tr>
<tr>
<td>Adoption or Guardianship (Contested or Uncontested)</td>
</tr>
<tr>
<td>Re-Payment Schedule</td>
</tr>
<tr>
<td>Negotiation with Creditors</td>
</tr>
<tr>
<td>Personal Bankruptcy</td>
</tr>
<tr>
<td>Pre-Bankruptcy Planning</td>
</tr>
<tr>
<td>Tenant Problems (when you are the tenant)</td>
</tr>
<tr>
<td>Protection from Domestic Violence</td>
</tr>
</tbody>
</table>

The Hyatt Legal Plan allows access to a nationwide network of participating attorneys. Plan attorneys have met stringent selection criteria and have an average of more than 24 years of legal experience.

Plan attorney assistance includes:

- Consultation on the telephone;
- In-person consultation;
- Document preparation; and
- Representation in many frequently necessary legal matters.

You have the flexibility to use a non-plan attorney and be reimbursed for the covered services according to a set fee schedule. If you use a non-plan attorney, you will be responsible for paying the difference between the plan payment and the out-of-network attorney’s charge for the service. There are limitations to this plan. Covered legal services do not include representation in litigation matters.

Legal advice is just a phone call away. When you face a situation that you think has legal implications, simply pick up the phone. A knowledgeable Client Service Representative will be available to assist you in locating a plan attorney near your home or workplace. Plan attorneys generally are available to meet with you on weekdays, evenings and Saturdays.

Certain areas are not covered by the plan and there is no obligation to provide legal service benefits in any matter deemed frivolous, harassing or in contravention of the rules of ethical conduct by governing attorneys. More information and a listing of available attorneys can be found on the Hyatt Legal website at: info.legalplans.com. Enter the following password: 4020226. You also may phone at: (800) 821-6400, 8:00 a.m. – 8:00 p.m., Eastern time, Monday through Friday.

This benefit is portable. If you leave the University, you need to contact Hyatt Legal Services/MetLife one month in advance. Hyatt will give you details on plan continuation.
Long-Term Care Insurance Program

Loyola University offers Long-Term Care Insurance with LifeSecure, a wholly owned subsidiary of Blue Cross and Blue Shield of Michigan.

Long-Term Care is the type of help you may need when you are not able to perform some Activities of Daily Living (ADLs) by yourself due to an illness, disability, or severe cognitive impairment (such as Alzheimer’s or Dementia). This type of care can be delivered in an assisted living facility, nursing facility, in the community, or in your own home.

Why is Long Term Care Insurance Important?

The Long-Term Care Insurance program is designed to protect your retirement portfolio, ease the burden of caregiving by your loved ones and allow you to choose the setting in which you receive care. Health insurance, disability insurance and Medicare do not cover most long-term care costs. For most of us, this means exhausting the money in our 401(k), IRA and other savings before becoming eligible for government assistance to help pay for our care.

Customize your Coverage

LifeSecure offers a wide variety of plan options to fit your individual needs. Premiums will vary from individual to individual based on your age, state of residence, and plan design selected.

**Total Benefit Bank:** This is the total amount of money in today’s dollars available to pay for your care. You can select any amount between $100,000 and $1,000,000 as your total benefit bank. The simplified underwriting offer is capped at a total benefit of $400,000.

**Monthly Benefit:** The Monthly Benefit is the amount of money that you have available to pay for care on a monthly basis. You can select 1%, 2%, or 3% of your Total Benefit Bank as your Monthly Benefit. For example, if you selected a $300,000 Total Benefit Bank you could select a Monthly Benefit of $3,000 (1%), $6,000 (2%), or $9,000 (3%).

How to Enroll

To enroll in the Loyola University Long-Term Care Insurance plan, please call the dedicated enrollment line at 855.568.6236. To apply online or run quotes, please follow the instructions below:

- Go to www.YourLifeSecure.com
- Under “login” in the top right corner, select “Worksites & Associations”
- Enter the Loyola University Chicago group number: 01508V

Employees will not receive payroll deductions; payments will be made directly to LifeSecure.

Additional Program Information

- **Fully Portable Coverage:** If you leave or retire from Loyola University you can take your coverage with you without any changes to your premium or plan design.
- **Marital/Partner Discount:** If you and your spouse/partner apply for coverage and are accepted for coverage, LifeSecure will add a 30% premium discount on each policy.
- **Guaranteed Future Purchase Option:** Every three years on the anniversary date of the policy LifeSecure offers you the ability to buy up to 15% additional coverage to keep up with the rate of inflation.
- **Inflation Protection:** 3% and 5% Automatic Compounding Inflation options are available for an additional premium.
- **Facility and Home Care:** LifeSecure will pay 100% of the benefit that you select for care in a facility or at your own home.
- **Elimination Period:** There is a one time 90-calendar day waiting period before your benefits will start to pay.
- **Flexible Benefit:** This allows you to use 50% of your unused monthly benefit to pay for informal care services.
Adoption Assistance Program

Supporting families, Loyola’s adoption assistance benefit is provided to you at no cost. This program will reimburse you at 90% for covered expenses up to a maximum of $5,000 (or $6,000 if the child has special needs). All regular full-time Faculty and Staff (Lakeside .80 FTE or higher; HSD .80 or higher) and part-time Faculty and Staff (Lakeside .53 FTE or higher; HSD .50 or higher) are eligible for this benefit. The benefit will be paid only for the adoption of children under the age of 18 or who are physically or mentally incapable of caring for themselves. Children may be related, or non-related to the employee.

Some covered expenses (which must be reasonable and necessary) include agency fees, legal fees, court costs, for the child, temporary foster care, placement fees, transportation costs and counseling fees.

Benefits are not payable for the adoption of stepchildren, for pre-natal or maternity costs of the birth mother or a surrogate parenting arrangement of the adoptive child. Benefits are payable at the time the child is placed in the home, after the legal adoption is finalized. Expenses must be submitted no later than 12 months following the adoption date, along with itemized bills or receipts substantiating the amount and nature of the adoption expenses, including a copy of the final decree of adoption. Benefits will not be paid on a retro-active basis and only expenses occurring after the original start date of the program will be considered.

Please contact Human Resources, Water Tower Campus (312-915-6175) for more information and to obtain a reimbursement claim form.

Important Tax considerations: Adoption benefits paid under the program will be excluded from your income for federal income tax purposes to the extent permitted under Internal Revenue Code section 137. The employee is responsible for understanding the tax treatment of reimbursements under this program and for claiming the applicable income exclusion by filing Form 8839 with your federal income taxes. [Form 8839 and instructions are available from the IRS and on the IRS website at www.irs.gov]. It is important for you to understand that although reimbursements are exempt from federal income tax withholding, the Employer is required to withhold federal employment taxes from reimbursements (for Social Security and Medicare). The total amount of reimbursements to the IRS will be shown on your W-2 Form in Box 12 (Code T).
University Assisted Housing Program for Faculty & Staff

When does a good deal on a home become a great deal? When Loyola helps you pay for it.

The University Assisted Housing Program can provide qualified faculty and staff members with up to $10,000 to put toward a house or condo located near one of Loyola's Chicago-area campuses.

The amount of the 5-year forgivable loan depends on your median household income and the location of the home to be purchased. A maximum of 25 loans will be available each year.

You do not have to be a first-time buyer and there are no income limits for the program. You must, however, use the home as your primary residence.

The University Assisted Housing Program works with the Northside Community Development Corporation and the West Cook Homeownership Center to educate participants about home ownership, as well as connect faculty and staff with available funding to make home ownership a reality.

Eligibility Requirements

Must meet ALL the following criteria in order to be eligible for the housing program loan:

1. Must purchase a home (as primary residence) within the program areas.
2. Must have completed one year of full time, benefits eligible service with Loyola University Chicago.
3. Must be an employee in “good standing” and with prospects of continued full time employment.
4. Attend UAH’s Homebuyer Education and Counseling session (3 hours), attend a One-on-One Mortgage Readiness Assessment conducted by our non-profit partners and demonstrate a commitment to working with the UAH Program by meeting pertinent regulations stipulated by participating lenders, including, but not limited to credit counseling and additional education.
5. Must be able to qualify for mortgage financing with an interest rate of no more than 200 basis points above the Fannie Mae conventional 30 year mortgage rate.
6. Must be able and willing to contribute at least $1000 or 1% of the purchase price, whichever is greater from own savings.

Apply for this program at LUC.edu/Housing

DIVVY Bike Discounts

Loyola University Chicago is happy to offer Divvy bike annual membership discounts to our faculty and staff.

Divvy is Chicago’s bike sharing system with 4,760 bikes and 476 stations across the city. Intended to provide Chicagoans with an additional transportation option for getting around the city, Divvy is fun, easy, and affordable.

The bike sharing system consists of a fleet of specially designed, heavy-duty, very durable bikes that are locked into a network of docking stations located throughout a city. Divvy bikes can be rented from and returned to any station in the system, creating an efficient network with many possible combinations of start and end points.

How does it work?

Contact Human Resources at Benefits@luc.edu or 312-915-6175 in order to receive a discount code and receive the $10 discount off of the annual $99 membership cost. Then purchase an Annual Membership online at https://www.divvybikes.com/signup/annual. You’ll get unlimited 30-minute trips for the duration of your Membership. Run an errand, grab a bite, commute to work or school. Remember to adjust your seat and wear a helmet. For more details, visit DivvyBikes.com/how-it-works

Annual Members can then dip their key into the slot at any station with an available bike. Those who buy a 24-Hour Pass will be given a code that they can type into the keypad on any dock with an available bike.

You’ll get unlimited 30-minute trips for the duration of your Membership or Pass. Run an errand, grab a bite, commute to work or school. Remember to adjust your seat and wear a helmet.

For more detailed information go to www.divvybikes.com or call 1-855-553-4889
Legal Notices/Premiums/Resources

• Important Legal Notices
  ◊ Accountability Act of 1996 (HIPAA)
  ◊ Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)
  ◊ Employee Rights and Responsibilities Under the Family and Medical Leave Act (FMLA)
  ◊ USERRA: The Uniformed Services Employment and Reemployment Rights Act
  ◊ Women’s Health and Cancer Rights Act Enrollment Notice
  ◊ Medicaid and the Children’s Health Insurance Program (CHIP)

• Medicaid/CHIP Resources

• 2017 Premiums
  ◊ Medical Plan
  ◊ Dental Plan
  ◊ Vision Plan
  ◊ Supplemental Life Insurance
  ◊ Hyatt Legal Plan
  ◊ Pet Insurance

• Benefit Plans – Contacts/Resources
Important Legal Notices

Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 deals with how an employer can enforce eligibility and enrollment for health care benefits, as well as ensuring that protected health information which identifies you is kept private.

You have the right to inspect copy-protected health information that is maintained by and for the plan for enrollment, payment, claims and case management. If you feel that protected health information about you is incorrect or incomplete, you may ask your benefits administrator to amend the information. For a full copy of the Notice of Privacy Practices, describing how protected health information about you may be used and disclosed and how you can get access to the information, contact Benefits Administration.

DISCLAIMER: The HIPAA Privacy Rule was effective beginning April 14, 2003. The Privacy Rule is intended to safeguard protected health information (PHI) created and held by health care providers, health plans, health information clearing houses and their business associates. The provisions of the Privacy Rule have a significant impact on those who deal with health information and on all citizens with regard to their personal PHI. Our health insurance broker and all of our contracted plans adhere to the HIPAA Privacy Rule.

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)

You and your covered dependents may continue your University-sponsored medical, dental and vision benefits coverage at full costs (plus administrative fee). You may also continue participating in the Health Care Flexible Spending Account on an after-tax basis for a specified period of time in the event you would otherwise lose coverage due to a qualifying event; the period of time for which coverage may continue will depend on the qualifying event.

Employee Rights and Responsibilities Under the Family and Medical Leave Act (FMLA)

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

• Incapacity due to pregnancy, prenatal medical care or childbirth;
• To care for the employee's child after birth, or placement for adoption or foster care;
• To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
• A serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list.
Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.
Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

• interfere with, restrain or deny the exercise of any right provided under FMLA.
• discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

USERRA: The Uniformed Services Employment and Reemployment Rights Act

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

Reemployment Rights

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and you:

• ensure that your employer receives advance written or verbal notice of your service;
• have five years or less of cumulative service in the uniformed services while with that particular employer;
• return to work or apply for reemployment in a timely manner after conclusion of service; and
• have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

Right to be Free from Discrimination and Retaliation

If you:

• are a past or present member of the uniformed service;
• have applied for membership in the uniformed service; or
• are obligated to serve in the uniformed service.

Then, because of this status, an employer may not deny you:

• initial employment;
• reemployment;
• retention in employment; promotion; or
• any benefit of employment

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.
Health Insurance Protection

- If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

- Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

Enforcement

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

- For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm.

- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.

- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

Women’s Health and Cancer Rights Act Enrollment Notice

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women’s Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient, for:

- All stages of reconstruction of the breast on which the mastectomy was performed.

- Surgery and reconstruction of the other breast to produce a symmetrical appearance; prostheses.

- Treatment of physical complications of the mastectomy, including lymphedema.

The Loyola Advantage PPO Medical Plan complies with these requirements. Medical services will be provided subject to the same deductible and coinsurance that apply to other medical and surgical benefits provided under the plan.

Premium Assistance Under Medicaid and the Children’s Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren’t eligible for Medicaid or CHIP, you won’t be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or www.insurekidsnow.gov to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren’t already enrolled. This is called a “special enrollment” opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askesba.dol.gov or call 1-866-444-EBSA (3272).

If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of July 31, 2016. Contact your State for more information on eligibility —
Medicaid/CHIP Resources

**ALABAMA – Medicaid**
Website: www.myalhipp.com
Phone: 1-855-692-5447

**ALASKA – Medicaid**
Website: http://health.hss.state.ak.us/dpa/programs/medicaid/
Phone (Outside of Anchorage): 1-888-318-8890
Phone (Anchorage): 907-269-6529

**COLORADO – Medicaid**
Medicaid Website: http://www.colorado.gov/hcpf
Medicaid Customer Contact Center: 1-800-221-3943

**FLORIDA – Medicaid**
Website: https://www.flmedicaidplrecovery.com/
Phone: 1-877-357-3268

**GEORGIA – Medicaid**
Website: http://dch.georgia.gov/
Click on Programs, then Medicaid, then Health Insurance Premium Payment (HIPP)
Phone: 1-404-656-4507

**INDIANA – Medicaid**
Website: http://www.in.gov/fssa
Phone: 1-800-889-9949

**IOWA – Medicaid**
Website: www.dhs.state.ia.us/hipp/
Phone: 1-888-346-9562

**KANSAS – Medicaid**
Website: www.kdheks.gov/hcf/
Phone: 1-800-792-4884

**KENTUCKY – Medicaid**
Website: http://chfs.ky.gov/dms/default.htm
Phone: 1-800-635-2570

**LOUISIANA – Medicaid**
Website: http://dhl.louisiana.gov/index.cfm/subhome/1/n/331
Phone: 1-888-695-2447

**MAINE – Medicaid**
Website: http://www.maine.gov/dhhs/ofd/public-assistance/index.html
Phone: 1-800-977-6740
TTY 1-800-977-6741

**MASSACHUSETTS – Medicaid and CHIP**
Website: http://www.mass.gov/MassHealth

**MONTANA – Medicaid**
Website: http://medicaid.mt.gov/member
Phone: 1-800-694-3084

**NEBRASKA – Medicaid**
Website: www.ACCESSNebraska.ne.gov
Phone: 1-855-632-7633

**NEVADA – Medicaid**
Medicaid Website: http://dwss.nv.gov/
Medicaid Phone: 1-800-992-0900

**NEW HAMPSHIRE – Medicaid**
Website: http://www.dhhs.nh.gov/oii/documents/hippapp.pdf
Phone: 603-271-5218

**NEW JERSEY – Medicaid and CHIP**
Medicaid Website: http://www.state.nj.us/humanservices/dmahs/clients/medicaid/
Medicaid Phone: 609-631-2392
CHIP Website: http://www.njfamilycare.org/index.html
CHIP Phone: 1-800-701-0710

**NEW YORK – Medicaid**
Website: http://www.nyhealth.gov/health_care/medicaid/
Phone: 1-800-541-2831

**NORTH CAROLINA – Medicaid**
Website: http://www.ncdhhs.gov/dma
Phone: 1-919-855-4100

**NORTH DAKOTA – Medicaid**
Website: http://www.nd.gov/dhs/services/medicalserv/medicaid/
Phone: 1-800-755-2604

**OKLAHOMA – Medicaid and CHIP**
Website: http://www.insureoklahoma.org
Phone: 1-888-365-3742

**OREGON – Medicaid and CHIP**
Website: http://www.oregonhealthystates.org
http://www.hijossaludablesoregon.gov
Phone: 1-800-699-9075

**PENNSYLVANIA – Medicaid**
Website: http://www.dhs.state.pa.us/hipp
Phone: 1-800-692-7462

**RHODE ISLAND – Medicaid**
Website: www.ohhs.ri.gov
Phone: 401-462-5300

**SOUTH CAROLINA – Medicaid**
Website: http://www.scdhhs.gov
Phone: 1-888-549-0820

**SOUTH DAKOTA – Medicaid**
Website: http://dss.sd.gov
Phone: 1-800-755-2604

**TEXAS – Medicaid**
Website: https://www.gethipptexas.com/
Phone: 1-800-440-0493

**UTAH – Medicaid and CHIP**
Website: http://health.utah.gov/medicaid
CHIP Website: http://health.utah.gov/chip
Phone: 1-866-435-7414

**VERMONT – Medicaid**
Website: http://www.greenmountaincare.org/
Phone: 1-800-250-8427

**VIRGINIA – Medicaid and CHIP**
Medicaid Website: http://www.coverva.org/programs/premium_assistance.cfm
Medicaid Phone: 1-800-432-5924
CHIP Website: http://www.coverva.org/programs/premium_assistance.cfm
CHIP Phone: 1-855-242-8282

**WASHINGTON – Medicaid**
Website: http://www.hca.wa.gov/medicaid/premiumpymt/pages/index.aspx
Phone: 1-800-562-3022 ext. 15473

**WEST VIRGINIA – Medicaid**
Website: http://www.dhrw.vw.gov/bms/Medicaid%20Expansion/Pages/default.aspx
Phone: 1-877-598-5820, HMS Third Party Liability

**WISCONSIN – Medicaid**
Website: https://www.dhs.wisconsin.gov/badgercareplus/p-10095.htm
Phone: 1-800-362-3002

**WYOMING – Medicaid**
Website: https://wyequalitycare.acs-inc.com/
Phone: 307-777-7531

To see if any more States have added a premium assistance program since July 31, 2016, or for more information on special enrollment rights, you can contact either:

U.S. Department of Labor
Employee Benefits Security Administration
www.dol.gov/ebsa
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services
Centers for Medicare & Medicaid Services
www.cms.hhs.gov
1-877-267-2323, Menu Option 4, Ext. 61565

OMB Control Number 1210-0137 (expires 10/31/2017)
Important Notice From Loyola University About Your Prescription Drug Coverage and Medicare

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with Loyola University and about your options under Medicare's prescription drug coverage. This information can help you decide whether you want to join a Medicare drug plan. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

If neither you nor any of your covered dependents are eligible for or have Medicare, this notice does not apply to you or your dependents, as the case may be. However, you should still keep a copy of this notice in the event you or a dependent should qualify for coverage under Medicare in the future. Please note, however, that later notices might supersede this notice.

1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.

2. Loyola University has determined that the prescription drug coverage offered by the Loyola University Employee Health Care Plan (“Plan”) is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is considered “creditable” prescription drug coverage. This is important for the reasons described below.

Because your existing coverage is, on average, at least as good as standard Medicare prescription drug coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to enroll in a Medicare drug plan, as long as you later enroll within specific time periods.

Enrolling in Medicare—General Rules

As some background, you can join a Medicare drug plan when you first become eligible for Medicare. If you qualify for Medicare due to age, you may enroll in a Medicare drug plan during a seven-month initial enrollment period. That period begins three months prior to your 65th birthday, includes the month you turn 65, and continues for the ensuing three months. If you qualify for Medicare due to disability or end-stage renal disease, your initial Medicare Part D enrollment period depends on the date your disability or treatment began.

For more information you should contact Medicare at the telephone number or web address listed below.

Late Enrollment and the Late Enrollment Penalty

If you decide to wait to enroll in a Medicare drug plan you may enroll later, during Medicare Part D’s annual enrollment period, which runs each year from October 15 through December 7. But as a general rule, if you delay your enrollment in Medicare Part D, after first becoming eligible to enroll, you may have to pay a higher premium (a penalty).

If after your initial Medicare Part D enrollment period you go 63 continuous days or longer without “creditable” prescription drug coverage (that is, prescription drug coverage that’s at least as good as Medicare’s prescription drug coverage), your monthly Part D premium may go up by at least 1 percent of the premium you would have paid had you enrolled timely, for every month that you did not have creditable coverage.

For example, if after your Medicare Part D initial enrollment period you go 19 months without coverage, your premium may be at least 19 percent higher than the premium you otherwise would have paid. You may have to pay this higher premium for as long as you have Medicare prescription drug coverage. However, there are some important exceptions to the late enrollment penalty.

Special Enrollment Period Exceptions to the Late Enrollment Penalty

There are “special enrollment periods” that allow you to add Medicare Part D coverage months or even years after you first became eligible to do so, without a penalty. For example, if after your Medicare Part D initial enrollment period you lose or decide to leave employer-sponsored or union-sponsored health coverage that includes “creditable” prescription drug coverage, you will be eligible to join a Medicare drug plan at that time.

In addition, if you otherwise lose other creditable prescription drug coverage (such as under an individual policy) through no fault of your own, you will be able to join a Medicare drug plan, again without penalty. These special enrollment periods end two months after the month in which your other coverage ends.
**Compare Coverage**

You should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. See the Plan’s summary plan description for a summary of the Plan’s prescription drug coverage. If you don’t have a copy, you can get one by contacting us at the telephone number or address listed below.

**Coordinating Other Coverage With Medicare Part D**

Generally speaking, if you decide to join a Medicare drug plan while covered under the Loyola University Plan due to your employment (or someone else’s employment, such as a spouse or parent); your coverage under the Loyola University Plan will not be affected. For most persons covered under the Plan, the Plan will pay prescription drug benefits first, and Medicare will determine its payments second. For more information about this issue of what program pays first and what program pays second, see the Plan’s summary plan description or contact Medicare at the telephone number or web address listed below.

If you do decide to join a Medicare drug plan and drop your Loyola University prescription drug coverage, be aware that you and your dependents may not be able to get this coverage back. To regain coverage you would have to re-enroll in the Plan, pursuant to the Plan’s eligibility and enrollment rules. You should review the Plan’s summary plan description to determine if and when you are allowed to add coverage.

**For More Information About This Notice or Your Current Prescription Drug Coverage**

Contact the person listed below for further information, or call (630) 971-6716. NOTE: You’ll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if this coverage through Loyola University changes. You also may request a copy.

**For More Information About Your Options Under Medicare Prescription Drug Coverage**

More detailed information about Medicare plans that offer prescription drug coverage is in the “Medicare & You” handbook. You’ll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.

**For more information about Medicare prescription drug coverage:**

- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the “Medicare & You” handbook for their telephone number) for personalized help,
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at [www.socialsecurity.gov](http://www.socialsecurity.gov), or call them at 1-800-772-1213 (TTY 1-800-325-0778).

**Remember:** Keep this Creditable Coverage notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and whether or not you are required to pay a higher premium (a penalty).

Date: October 1, 2016  
Name of Entity/Sender: Loyola University  
Contact—Position/Office: Human Resources  
Address: 820 N. Michigan Ave, Suite 820, Chicago, IL 60611  
Phone Number: 312 915-6175

Nothing in this notice gives you or your dependents a right to coverage under the Plan. Your (or your dependents’) right to coverage under the Plan is determined solely under the terms of the Plan.

Part D Lockton Model Creditable Coverage Notice_2011_v2
**Medical Plan—Monthly Premiums**

While Loyola continues to offer family health insurance coverage, we believe that every employer bears the responsibility of providing medical benefits to its own employees. Employees with spousal, LDA or family coverage will need to complete a certification that their spouse/LDA is not eligible for other coverage through his or her employer in order to maintain a reduced medical premium.

If you have a spouse on the Loyola Medical Plan, you will automatically be assessed a $50 monthly surcharge. You can avoid the surcharge by completing the certification form and returning it to Human Resources.

The certification form is located on the Human Resources forms page at [http://www.luc.edu/hr/forms/](http://www.luc.edu/hr/forms/).

**Wellness Discount**

Employees who completed their Biometric Screening at the HealthDays or complete a form with information about completing at their physician office will have a wellness premium discount. The grid lists the premium you will pay based on the completion of the biometric screenings, or do nothing.

<table>
<thead>
<tr>
<th>Coverage Level</th>
<th>Loyola Advantage PPO</th>
<th>Loyola Advantage PPO</th>
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<tbody>
<tr>
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<td>Annual Salary $36,000 or Higher</td>
<td>Annual Salary under $36,000</td>
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<td>Wellness</td>
<td>Non-Wellness</td>
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<tr>
<td>Employee + Child(ren)</td>
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<tr>
<td>Family</td>
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<td>$662.02</td>
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<tr>
<td>Family (with surcharge)</td>
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<tr>
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**Dental Plan—Monthly Premiums**

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<td>Family</td>
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<td>Employee + LDA + Child(ren)</td>
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Vision Plan—Monthly Premiums

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<tbody>
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<td>Part-Time</td>
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<tr>
<td>Employee</td>
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<tr>
<td>Employee + Child(ren)</td>
<td>$15.52</td>
<td>$15.52</td>
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</tr>
<tr>
<td>Employee + Spouse/LDA</td>
<td>$15.21</td>
<td>$15.21</td>
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<tr>
<td>Family</td>
<td>$25.04</td>
<td>$25.04</td>
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<tr>
<td>Single + LDA + Child(ren)</td>
<td>$25.04</td>
<td>$25.04</td>
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</table>

Supplemental Life Insurance—Monthly Premiums

<table>
<thead>
<tr>
<th>Age</th>
<th>Rate per $1,000</th>
<th>Age</th>
<th>Rate per $1,000</th>
<th>Coverage</th>
<th>Rate</th>
<th>Coverage</th>
<th>Rate</th>
<th>Coverage</th>
<th>Rate</th>
<th>Coverage</th>
<th>Rate</th>
<th>Coverage</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 30</td>
<td>$0.06</td>
<td>55-59</td>
<td>$0.62</td>
<td>$5,000</td>
<td>$2.64</td>
<td>$35,000</td>
<td>$18.46</td>
<td>$80,000</td>
<td>$37.54</td>
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<tr>
<td>30-34</td>
<td>$0.08</td>
<td>60-64</td>
<td>$0.88</td>
<td>$10,000</td>
<td>$5.64</td>
<td>$40,000</td>
<td>$20.38</td>
<td>$90,000</td>
<td>$44.32</td>
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<tr>
<td>35-39</td>
<td>$0.10</td>
<td>65-69</td>
<td>$1.38</td>
<td>$15,000</td>
<td>$8.86</td>
<td>$45,000</td>
<td>$21.94</td>
<td>$100,000</td>
<td>$52.30</td>
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<tr>
<td>40-44</td>
<td>$0.12</td>
<td>70-74</td>
<td>$2.06</td>
<td>$20,000</td>
<td>$11.68</td>
<td>$50,000</td>
<td>$22.86</td>
<td>$110,000</td>
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<tr>
<td>45-49</td>
<td>$0.20</td>
<td>75-79</td>
<td>$2.06</td>
<td>$25,000</td>
<td>$14.12</td>
<td>$60,000</td>
<td>$26.96</td>
<td>$120,000</td>
<td>$60.02</td>
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<tr>
<td>50-54</td>
<td>$0.34</td>
<td>&gt; 80</td>
<td>$2.06</td>
<td>$30,000</td>
<td>$16.44</td>
<td>$70,000</td>
<td>$31.82</td>
<td>$130,000</td>
<td>$65.18</td>
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</table>

Supplemental AD&D Insurance—Monthly Premiums

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Monthly Rate Per $1,000 of Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$0.018</td>
</tr>
<tr>
<td>Employee &amp; Family</td>
<td>$0.035</td>
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Legal Services—Monthly Premiums

<table>
<thead>
<tr>
<th>Hyatt Legal Plan</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>$15.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

Pet Insurance

Based on selection criteria of coverage
<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Provider or Administrator</th>
<th>Phone #</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Benefit Questions</td>
<td>Human Resources</td>
<td>(312) 915-6175</td>
<td><a href="mailto:benefits@luc.edu">benefits@luc.edu</a></td>
</tr>
<tr>
<td>Health Care</td>
<td>BCBS PPO PPO Provider Finders</td>
<td>(866) 266-3674</td>
<td><a href="http://www.bcbsil.com">www.bcbsil.com</a> <a href="http://bcbsil.com/providers">http://bcbsil.com/providers</a></td>
</tr>
<tr>
<td>Telemedicine</td>
<td>MDLIVE</td>
<td>(800) 770-4622</td>
<td><a href="http://www.mdlive.com/luc">www.mdlive.com/luc</a></td>
</tr>
<tr>
<td>Dental Care</td>
<td>Delta Dental PPO</td>
<td>(800) 323-1743</td>
<td><a href="http://www.deltadentalil.com">www.deltadentalil.com</a></td>
</tr>
<tr>
<td></td>
<td>Guardian/First Commonwealth - DHMO</td>
<td>(866) 494-4542</td>
<td><a href="http://www.guardiananytime.com">www.guardiananytime.com</a></td>
</tr>
<tr>
<td>Vision Care</td>
<td>Vision Service Plan</td>
<td>(800) 877-7195</td>
<td><a href="http://www.vsp.com">www.vsp.com</a></td>
</tr>
<tr>
<td>Life Insurance FM/LSTD</td>
<td>Matrix</td>
<td>(877) 202-0055</td>
<td><a href="http://www.matrixabsence.com">www.matrixabsence.com</a></td>
</tr>
<tr>
<td>Flexible Spending Accounts</td>
<td>Benefit Express</td>
<td>(877) 837-5017</td>
<td><a href="http://www.loyolaexpress.com">www.loyolaexpress.com</a></td>
</tr>
<tr>
<td>Transit Plan</td>
<td>Benefit Express</td>
<td>(877) 367-7781 (877) 669-8368, or (877) 837-5017</td>
<td><a href="http://www.ventrachicago.com">www.ventrachicago.com</a> <a href="http://www.loyolaexpress.com">www.loyolaexpress.com</a></td>
</tr>
<tr>
<td>COBRA (Continuation of Insurance Coverage)</td>
<td>Benefit Express</td>
<td>(877) 837-5017</td>
<td><a href="http://www.LUC.edu/hr">www.LUC.edu/hr</a></td>
</tr>
<tr>
<td>403(b) Retirement</td>
<td>Loyola Retirement Center (Transamerica)</td>
<td>(773) 508-2770</td>
<td><a href="http://www.LUC.trsretire.com">www.LUC.trsretire.com</a></td>
</tr>
<tr>
<td></td>
<td>TIAA-CREF</td>
<td>(800) 842-2252</td>
<td><a href="http://www.tiaa-cref.org">www.tiaa-cref.org</a></td>
</tr>
<tr>
<td></td>
<td>VALIC Retirement Customer Service</td>
<td>(800) 448-2542</td>
<td><a href="http://www.VALIC.com">www.VALIC.com</a></td>
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<tr>
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<td>Fidelity Investments</td>
<td>(800) 642-7131</td>
<td><a href="http://www.fidelity.com">www.fidelity.com</a></td>
</tr>
<tr>
<td>Tuition Benefit Program</td>
<td>Human Resources</td>
<td>(312) 915-6175</td>
<td><a href="http://www.LUC.edu/hr">www.LUC.edu/hr</a></td>
</tr>
<tr>
<td>Group Legal Plan</td>
<td>Hyatt Legal Services</td>
<td>(800) 821-6400</td>
<td><a href="http://www.legalplans.com">www.legalplans.com</a></td>
</tr>
<tr>
<td>Long-Term Care</td>
<td>LifeSecure</td>
<td>(855) 568-6236</td>
<td><a href="http://www.yourlifesecure.com/">www.yourlifesecure.com/</a></td>
</tr>
</tbody>
</table>