

# 2024 benefits overview

For complete details, refer to your summary plan descriptions located on Focus at [focus.childrensdayton.org](https://focus.childrensdayton.org)







## what's inside:

eligibility	page 3	vision	page 11
2024 medical plan overview	page 4	flexible spending account	page 12
Surest cost	page 4	life insurance	page 13
what's covered under Surest?	page 5	long-term disability	page 13
activations	page 6-7	retirement	page 14
medical coverage premiums	page 8	voluntary benefits	page 15
on-site health clinic	page 9	additional benefits	page 16
dental	page 10	time away from work	page 17-18
		who to contact	back cover

# Dayton Children's benefits overview

We created this benefits overview to help you make the best choices for you and your family. Please take time to review it before making your elections.

## eligibility for benefits

All full-time and part-time employees are eligible for Dayton Children's benefits. Pool employees are only eligible for the Dayton Children's 401(k) plan.

## dependent eligibility

Dayton Children's provides benefits to eligible dependents, including a spouse and dependent children:

- **Spouse:** your legal, married spouse
- **Child:** you or your spouse's children (natural, adopted or stepchild), up to the age limit of 26 for medical, dental, vision and life insurance coverage. The age limit is waived for disabled children, if determined eligible by our insurance provider, Surest. Call Surest member services at 1-866-683-6440 to request a Dependent Eligibility Beyond Age Limit application and have your children's physician complete it and return it to Surest. You must indicate that your child is disabled in Workday or your child will be removed from your insurance by age 26, which is the federal law.





# medical plan overview



## Surest (UHC network of providers)

- **Cost:** Surest is on-demand health care. You pay for what you need and can adjust coverage as you go. There is no high deductible with Surest; in fact there is no deductible at all, only co-pays. You have no deductible, no co-insurance and set co-pays. Under Surest, co-pays apply for services including primary care, maternity care, prescription drug coverage and emergency care. Preventive services are no cost.
- **On-demand/activated coverage:** You have the flexibility to purchase on-demand coverage for “planned” medical procedures, such as back surgery or a knee replacement. The Surest plan has multiple procedures outside of core/basic coverage to keep your paycheck contributions low, but you can add them at any time during the year if needed. Activated services are considered non-emergent and plannable, like a knee replacement or non-cancer related procedures.
- **Price transparency:** Surest makes it easy for members to see the exact cost of services, so you can make the right decision for your needs and budget. Coverage isn’t hidden behind deductibles or complicated by co-insurance. So, when people are dealing with chronic conditions or when families are welcoming a newborn, they can see the exact cost and make informed decisions on their treatment plan.
- **Health care Flexible Spending Account (FSA):** You can also choose contribute to a health care flexible spending account (FSA) to help pay for co-pays associated with the Surest plan. All dollars contributed are pre-tax.

- **Technology & support:** Employees use the Surest app which provides clear information on providers, price and quality. Surest also comes with a member services team and online tools to provide instant answers about what’s covered, costs and how to find a quality provider.

## Surest cost

	Surest (UHC network of providers)
deductible	\$0 / \$0
virtual health (primary and urgent)	\$0
virtual health (specialty)	\$0-\$100
doctor’s visit (primary care & specialty)	\$20-\$90 depending on specialty and where you go after you look up cost of the provider
urgent care	\$100 (includes lab and imaging)
ED	\$500 (includes lab and imaging)
hospital stay	\$1,300 (regardless of length of stay)
out-of-pocket maximum*	\$5,000 / \$10,000

\*These amounts are for in-network care.



# what's covered under Surest?

Under Surest, co-pays apply for a core set of services, including primary and specialty care, maternity care, prescription drug coverage and emergency care. Preventive services are no cost. Things covered under core services are considered emergency and chronic, which includes things like diabetes and cancer.

medical co-pays	cost
preventive care	\$0
virtual health	\$0-\$100
lab and basic imaging (blood work, X-rays)	\$0
office visits (primary care or specialists)	\$20-\$90*
mental health visit	\$20 or \$0 through Doctor on Demand
urgent care	\$100
emergency room	\$500
complex imaging (CT/PET scans/MRIs)	\$175-900*
outpatient hospital/ambulatory surgery center	\$125-\$550
inpatient hospital	\$1,300
maternity/delivery	\$250-\$1,700
physical therapy	\$10-\$55
speech/occupational therapy	\$15-\$65
chiropractic visits	\$20
acupuncture	\$35
home health care	\$40
office visit copays for Dayton Children's all Dayton Children's practitioners Dayton Children's specialty providers	\$5 copay" \$25 copay"
Kids Express	\$0

pharmacy co-pays		
pharmacy co-pay tiers	30-day supply	90-day supply
tier 1	\$5 or \$15*	\$15 or \$40*
tier 2	\$60	\$150
tier 3	\$100	\$250

*\*The full range of co-pays may not be available in all areas or for all services. Visit the Surest website to find provider-specific costs within these ranges available in your area. This is a summary of most common in-network services. Visit the Surest website or read your Summary Plan Description for more information on out-of-network coverage and what is and isn't covered.*

how add-ins/activated services work

- On average, roughly 3-5% of all members that use Surest activate services.
- Activated services are plannable, non-emergent, shoppable services; purchased anytime throughout the year.
- The additional premiums for these services are paid through pre-tax payroll deduction.
- Co-pays are paid directly to the provider. Payment plan options are between you and your provider.
- Activations must be made at least three days prior to the planned service.

	activated services
Musculoskeletal	Ankle arthroscopy and ligament repair
	Ankle replacement and revision
	Ankle and foot bone fusion
	Back surgery, cervical spine disc decompression
	Back surgery, cervical spine fusion
	Back surgery, lumbar spine disc decompression
	Back surgery, lumbar spine fusion
	Bunionectomy and hammertoe surgery
	Carpal tunnel surgery
	Elbow arthroscopy and tenotomy
	Elbow replacement and revision
	Ganglion cyst surgery
	Hip arthroscopy and repair
	Hip arthroscopy and revision
	Knee arthroscopy and repair
	Knee replacement and revision
	Morton's neuroma surgery
	Plantar fasciitis surgery
	Shoulder arthroscopy and repair
	Shoulder replacement and revision
	Spinal ablation and neurostimulators
	Wrist and hand joint replacement
	Wrist arthroscopy and repair



	activated services (cont.)
Cardiovascular (non-emergent only)	Carotid endarterectomy and stents
	Cardiac ablation
	Coronary artery bypass graft surgery
	Coronary catheterization and percutaneous coronary interventions
	Pacemakers and defibrillators
	Valve replacement
ENT	Sinus and nasal septum surgery
Gastrointestinal	Bariatric surgery
	Hernia repair
	Reflux and hiatal hernia surgery
	Gallbladder removal surgery (cholecystectomy)
Other procedures	Breast reduction surgery
	Cataract surgery
	Fibroid removal (myomectomy)
	Hysterectomy
	Kidney stone ablation and removal (lithotripsy)
	Prostate removal surgery (non-cancer related)
	Sling surgery for female urinary incontinence





# medical coverage



	2024 cost per pay period
<i>full-time</i>	
employee	\$56.89
employee/spouse	\$139.48
employee/child(ren)	\$108.10
family	\$190.68
<i>part-time</i>	
employee	\$151.72
employee/spouse	\$338.61
employee/child(ren)	\$288.27
family	\$475.16

## reduced medical premiums

Employees who make less than a certain hourly rate will receive a reduction in premiums. There is nothing you need to submit to employee experience to qualify; you will simply see the reduced premiums in Workday during enrollment.



# on-site health clinic

## Healthy Way clinic for employee wellness

Dayton Children’s Healthy Way clinic for employee wellness is available to all employees and spouses regardless of their enrollment in the hospital’s medical benefits. Spouses must complete a consent form for treatment.

We contract for services for the health clinic. Care will be provided by a combination of a contracted physician and nurse practitioner. The clinic will follow all federal laws regarding confidentiality, including HIPAA guidelines. Call 937-641-3429 for an appointment.

## services and cost

Services for employees and spouses will be offered by payroll deduction.

no fee
Work-related visits, blood pressure checks and body mass index (BMI)
basic care \$15
Basic personal injuries and illnesses. E.g., colds, earaches and strep throat
intermediate care \$30 - complex care \$60
More complex care situations such as stitches, strains and X-rays

## Noom

We have partnered with Noom Healthy Weight to provide you with 12 months of free access to their weight loss program.

Noom is a psychology-based program that empowers you to make healthier choices by better understanding yourself, your brain and the science of choice. Powered by data, technology and human choices, Noom helps millions of people meet their personal health and wellness goals - from weight management to diabetes prevention to stress reduction.

## you will have access to:

- Daily articles on topics like the psychology of weight loss, behavior change, nutrition and exercise
- Food and exercise logging
- One-on-one support with a goal specialist
- Peer groups to celebrate success, share struggles and share tips and tricks with

## how to sign up

1. Visit [go.noom.com/daytonchildrens](https://go.noom.com/daytonchildrens).
2. Enter your Dayton Children’s email address and passcode: GFJMEU



# dental coverage

Dayton Children’s offers two dental plan options through Superior Dental Care: Standard Plan and Premium Plan. For both plans, the percentage you pay for services is the same whether you use an in-network or out-of- network dentist. Your costs will usually be lower if you use in-network providers because they have negotiated lower fees for their services.

Plus, if you enroll in the Dayton Children’s dental plan, you automatically receive discounts on certain vision expenses through EyeMed Access Plan D.

## SmileRider

You can receive a 15 percent discount on elective cosmetic dental services, such as teeth whitening and veneers through the Superior Dental Care’s SmileRider program.

Go to [superiordental.com](https://superiordental.com) and search for participating dentists with a smile next to their name.

	standard plan		premium plan	
	in-network	out-of-network	in-network	out-of-network
deductible	\$50 individual \$150 family	\$50 individual \$ 150 family	\$50 individual \$150 family	\$50 individual \$150 family
annual maximum <i>New!</i>	\$750 per individual	\$750 per individual	\$1,500 per individual	\$1,500 per individual
preventive services such as oral exams, cleanings, bitewing X-rays	100%		100%	
two annual cleanings	100% (not included in annual maximum)		100%	
basic services such as fillings, extractions, oral surgery, sealants	50% after deductible		80% after deductible	
major services such as bridges, dentures, crowns	50% after deductible		50% after deductible	
orthodontia	Not covered		50% after deductible, up to lifetime maximum of \$1,500	

## 2024 cost per pay period for dental coverage

	full-time		part-time	
	standard plan	premium plan	standard plan	premium plan
employee	\$1.89	\$3.86	\$4.73	\$9.66
employee + 1	\$3.79	\$7.71	\$9.48	\$19.30
family	\$6.65	\$10.03	\$16.64	\$25.12

To find a network dentist go to [superiordental.com](https://superiordental.com) or call 1-800-762-3159.



# vision coverage

Dayton Children’s offers vision coverage through Vision Service Plan (VSP). Vision coverage includes eye exams, lenses, frames and contacts. **There is no insurance card for vision.**

Simply tell your provider you have VSP and your social security number. You can go to out-of-network providers, but your out-of-pocket expenses will be higher.



	choice network plan	
	VSP provider cost	out-of-network
eye exam (every 12 months)	\$10 (\$0 at Premier Providers)	Up to \$45
single vision lenses*	\$25 copay	Reimbursed up to \$30
bifocal lenses*	\$25 copay	Reimbursed up to \$50
trifocal lenses*	\$25 copay	Reimbursed up to \$65
contact lenses <i>(instead of glasses)</i>	\$150 maximum	Reimbursed up to \$120
frames (every 24 months)	\$150 maximum, then 20% discount on amount over \$150  \$200 frame allowance, then 20% discount over max allowance for Featured Frame Brand	Reimbursed up to \$75

\*Pick any one pair every 12 months.

standard lens enhancement out-of-pocket cost	
anti-reflective coating	\$41
polycarbonate lenses - children	covered in full
polycarbonate lenses - adults	\$35
standard progressives	covered in full
custom/premium progressives	\$95-\$175
blue light filtering lenses (NEW!)	\$15
tints	\$15
photochromic	\$75
UV coating	\$10
scratch coating	\$17

## 2024 cost per pay period for vision coverage

full-time and part-time	
employee	\$3.43
employee + 1	\$4.97
family	\$8.90

## save even more with VSP discounts

VSP helps you save even more money with additional discounts on non-covered services and supplies, including LASIK and digital hearing aids through TruHearing®. Find out more at [vsp.com/specialoffers](https://vsp.com/specialoffers).

To find a network provider go to [vsp.com](https://vsp.com) or call 1-800-877-7195.

# flexible spending account (FSA)

There are two types of flexible spending accounts available through Navia:

**1) Health care flexible spending account** reimburses expenses that you pay for you and your covered family members for medical, prescription, dental and vision care, including co-pays.

You may be reimbursed up to the amount you elect for the calendar year at any time regardless of the amount you have deposited to date.

The most you can contribute is \$3,200 annually and all dollars are front loaded and available to use on January 1, 2024. You will receive a debit card if you elect to contribute to an FSA.

If your spouse is also employed at the hospital, you can contribute a combined total of \$5,000 into your flexible spending account.

**2) Dependent care flexible spending account** can be used to pay for daycare expenses

incurred for the care of eligible dependents while you and your spouse work or attend school. Unlike the health care flexible spending account, you can only receive reimbursement up to what you have deposited to date.

The most you can contribute is \$5,000 annually (or \$2,500 if married and filing separate tax returns). Any money in your account not used for eligible expenses by the end of the year will be forfeited.

The IRS typically increases the annual max prior to the new year. If you elect the max, you will be notified and eligible to increase your election at that time.

## get reimbursed

You have until March 31 of the following year to submit eligible expenses for reimbursement. Your expenses must have been incurred by December 31 of the previous year to be eligible. The form for reimbursement is located on Focus. The FSA account number is DAO.

## important note

The health care FSA has a rollover maximum of \$640. The dependent care FSA has no rollover benefit.





# basic life insurance & accidental death

<b>employee buy-up</b> 1, 2, 3 or 4 times annual salary, up to \$750,000	<b>monthly cost</b> per \$1,000 coverage \$0.12  (includes accidental death and dismemberment)
<b>spouse life insurance</b> \$20,000, \$40,000 or \$80,000	<b>monthly cost</b> Per \$1,000 coverage \$0.099
<b>child(ren) life insurance</b> \$5,000 or \$10,000 <b>Note:</b> Coverage is not available until child is at least 14 days old.	<b>monthly cost</b> Per \$1,000 coverage \$0.205

You are automatically enrolled in basic life coverage and accidental death at no cost to you. The coverage amount is equal to two times your annual salary, up to a maximum of \$750,000.

In the event of your death, basic life provides a benefit to your designated beneficiary. In the event your death is related to an accident, then you receive the accidental death benefit as well.

Any amount of coverage above \$350,000 requires evidence of insurability. You can also purchase additional life insurance benefits to further protect your family.

If your spouse works at Dayton Children’s, you can’t elect supplemental life insurance on each other. In addition, only one employee can carry child life insurance if both work at Dayton Children’s.

## age reduction

Your benefit for life insurance reduces based on the employee’s age on January 1.

<b>age</b>	70	75	80
<b>reduction by</b>	35%	55%	70%

You may increase your election by 1x your salary during open enrollment without evidence of insurability up to \$350,000.

## don’t forget to name a beneficiary

Be sure to designate beneficiaries for all your life insurance benefits and keep them up-to-date. If you do not name one, the death benefit will be paid per plan provisions. You can change your beneficiary at anytime in Workday.

Employee life coverage over \$350,000 and spouse life coverage over \$20,000 will require evidence of insurability. Your election is not approved until evidence of insurability (EOI) is approved, which takes approximately 30 days. The EOI is the employee’s responsibility to complete.

## long-term disability

You can purchase long-term disability insurance to replace a percentage of your income if you are not able to work for an extended period of time due to illness or injury. The monthly benefits are equal to 60% of your income. You may need to provide evidence of insurability if you do not enroll as a new hire. Pre-existing conditions may apply.

you have an additional disability option	
180-day elimination long-term disability*	<b>monthly cost</b> Per \$100 coverage \$0.234

The elimination period is the length of time you would need to be off work due to illness or injury before you start receiving benefits.

*\*Management and physicians are automatically provided the 180-day elimination long-term disability at no cost.*



# retirement

## Dayton Children’s 401(k) retirement plan

The Dayton Children’s 401(k) retirement plan is one of the most powerful ways to build your retirement savings. Our 401(k) plan is through Charles Schwab. It is not only a 401(k) plan, but also includes a company match and offers you flexibility and choice.

**Note:** Contract employees are not eligible for the plan.

## how to enroll or change election in Schwab

Call 1-800-724-7526 or log in to [workplace.schwab.com](https://workplace.schwab.com). All new employees are automatically enrolled at a contribution rate of 3% after 30 days of employment unless they increase or decrease their election.

## how the plan works

You can choose to make pre-tax contributions up to the maximum allowed by law. If you are age 50 or older, you may be eligible for an additional catch-up contribution.

Plus, your 401(k) contributions are pre-tax, which means you don’t pay federal income taxes until you take the money out of the plan.

The plan includes a Roth 401(k) option. If you decide to make Roth 401(k) contributions, they will be deducted from your paycheck after taxes. You will not pay taxes on any earnings when they are withdrawn—provided that any distribution from your account occurs at least five years following the year you make your first Roth 401(k) contribution to the Plan and you have reached age 59½ or have become disabled. In the event of your death, your beneficiary will not owe taxes on the account balance. Your combined pre-tax and Roth 401(k) contributions cannot exceed the annual federal limit.

The plan also offers an after-tax contribution option. These contributions allow you to save beyond the IRS limit placed on the pre-tax and Roth 401(k) contributions. After-tax contributions are subject to the annual additions limit.

## money from Dayton Children’s

Dayton Children’s will match 100% of the first 3% you contribute, and 50% on the next 2% you contribute for a total of a 4% match.

**If you elect 5% you will get the maximum hospital match of 4%.** In addition to the contribution, Dayton Children’s Hospital provides a non-elective contribution on your behalf of 2% of your annual pay. You must be employed after July 1, 2011, work 1,000 or more hours in the calendar year, and be employed on December 31 to receive the additional contribution.

## vesting

Your contributions are 100% vested which means you own the full value of your contributions the moment they are deposited. The company match is vested after three years of employment. The additional company contribution of two percent is subject to the following vesting schedule below.

years of service	vesting percentage for 2%
less than 1 year	0%
1	20%
2	40%
3	60%
4	80%
5	100%

*The hospital match is 100% vested at the time of contribution for employees hired prior to 1/1/2024*

## 401(k) example

3% employee election + hospital match	
\$800 gross pay/ per pay period	
3% election	\$24 per pay/ \$624 per year
3% Dayton Children’s match	\$24 per pay/ <b>\$624</b> per year
2% end of year contribution (if eligible)	<b>\$416</b>
Total annual contribution from Dayton Children’s	<b>\$1,040</b> (3% Dayton Children’s match + 2% end of year contribution)
Total annual contribution from Dayton Children’s with employee election	<b>\$1,664</b>

**The match is free money toward your retirement!**

**Reminder: don't forget to add beneficiaries to your 401(k)!**



# voluntary benefits

## Sun Life critical illness insurance

This voluntary plan helps prepare you for the added costs of battling a specific critical illness, such as cancer, heart attack or stroke. The plan is available through Sun Life and provides lump sum benefits to you upon diagnosis of a covered critical illness. If you enroll in the Sun Life critical illness benefit, you can get paid \$50 for you, spouse and children each calendar year by completing a covered preventative exam.

## Sun Life accident insurance

This voluntary insurance plan is available through Sun Life and provides benefits to help cover the costs associated with unexpected bills in the event you are injured in an off-the-job accident. If you enroll in the Accident benefit, you can get paid \$75 for you, spouse and children each calendar year by completing a covered preventative exam.

## Sun Life hospital indemnity insurance

This voluntary hospital indemnity insurance plan through Sun Life provides supplemental benefits that enhance your existing medical coverage and allows you to cover expenses associated with a hospital stay.

All claims can be filed directly with Sun Life at [www.sunlife.com/us](http://www.sunlife.com/us)

## Farmer’s insurance

Employees of Dayton Children’s can enjoy a discount from Farmer’s insurance when you combine home and auto insurance. Employees can enjoy the convenience of payroll deduction. For questions or to enroll, call 1-800-438-6388.

## employee care fund

An employee care fund is available to provide employees with assistance during a catastrophic event.

The employee care fund is 100% funded by Dayton Children’s employee donations. To learn how to donate to the care fund, see Focus.

## New! identity theft and legal protection

Dayton Children’s has partnered with Pre-Paid Legal Services, Inc. (PPLSI) to offer two protection benefits: LegalShield and IDShield. LegalShield provides employees with direct access to a provider law firm, unlimited advice and consultation, document review and preparation and the option to send letters and make phone calls regarding legal matters on your behalf. It gives employees peace of mind knowing that a provider firm is available 24/7 for legal emergencies. IDShield provides employees with 24/7 monitoring of their identity, reputation, finances, credit and social media and alerts them about potential fraud. It gives employees peace of mind knowing that licensed private investigators will restore their identity if needed, saving them both time and money. Employees can elect a combo benefit, or either IDShield or LegalShield individually. Family plans are available for all benefit options, and employee only plans are available for IDShield and the combo benefit. For more information, visit: [shieldbenefits.com/dch](http://shieldbenefits.com/dch).

	employee	family
IDShield	\$3.44/biweekly	\$6.48/biweekly
LegalShield & IDShield	\$11.28/biweekly	\$13.87/biweekly
LegalShield	not available	\$8.31/biweekly

## long term care

Trustmark Universal Life is two-in-one security. It combines permanent life insurance with benefits that can help with the high costs of long term care services. You select a benefit amount that works for you, and you secure a rate that is designed to last a lifetime. Visit <https://trustmark.benselect.com/DaytonHospital> for more information and to enroll.

## Nationwide pet insurance

Nationwide Insurance will provide pet insurance for any employee who wishes to purchase insurance. Call 877-738-7874 to enroll.

### Monthly rates:

	Dog	Cat
standard	\$19.72	\$11.83
<a href="http://benefits.petinsurance.com/dayton-childrens-hospital">benefits.petinsurance.com/dayton-childrens-hospital</a>		

# additional benefits



## career connection

The goal of this career development program is to remove barriers for employees and to provide them with opportunities for growth outside of an entry level position. The application is available on Focus year-round. Those approved for the program will receive one-on-one career development planning as well as assistance with job shadowing, resume writing and applications, interviewing skills and obtaining their GED if applicable. See Focus for details.

## Elevate classes

The organizational development and learning team offers classes that are designed to help employees grow their professional and personal skills with the end goal to help them further their career development. Class topics vary, but include communication and collaboration, critical thinking, influence and emotional intelligence and more! Registration is available in Workday, and continuing education credits are available for select classes. For more information, contact [LandDteam@childrensdayton.org](mailto:LandDteam@childrensdayton.org).

## LinkedIn Learning courses

Dayton Children's provides all employees access to LinkedIn Learning to help them take their career to the next level with 16,000+ free, on-demand courses. Popular course topics include time management, self-awareness, accountability and confronting bias. Access these courses through Workday or LinkedIn Learning using your Dayton Children's email address!

## tuition assistance program

Dayton Children's offers tuition assistance up to the IRS limit of \$5,250 for full-time employees (\$2,625 for part-time) for approved degree programs and some certification programs. There are two assistance options, reimbursement and pre-pay! There are three application windows to apply for tuition assistance: spring, summer and fall. All details are available on Focus. Pool employees are not eligible for tuition assistance.

## RISE career advancement

This program represents Dayton Children's dedication to intentionally diversify our workforce and provide equitable opportunities to continue operating as an inclusive environment. It helps underrepresented students fulfill their professional and educational goals while removing barriers. Financial assistance and program benefits, including adjusted work hours, are awarded to selected students who show scholastic achievement, promise for professional advancement and the ability to contribute to their profession and the community. The application periods are communicated on Focus News. Eligible career paths will be announced during application periods. For more information, contact Casey Hookfin at [HookfinC@childrensdayton.org](mailto:HookfinC@childrensdayton.org).

## other perks

- Classes (e.g., free lunch and learns on well-being and mental health topics)
- Gym membership discounts, including the YMCA and Kroc Center
- Mammograms on-site
- Designated lactation rooms
- Tickets at Work: Start saving by creating an account at [TicketsatWork.com](https://ticketsatwork.com) and use Company Code: DaytonCH
- Discounts on AAA, Great Wolf Lodge, Newport Aquarium and many more! See Focus for additional perks!



# time away from work

category	how it works?	benefit
PTO	<p><b>PTO will be based on date of hire</b></p> <p><u>Full-time employees</u></p> <p><b>0-4 years</b> – 216 – 8.3 hours per pay  <b>5-9 years</b> – 256 – 9.846 hours per pay  <b>10-14 years</b> – 272 – 10.461 hours per pay  <b>15-19 years</b> – 288 – 11.076 hours per pay  <b>20+ years</b> – 312 – 12 hours per pay</p> <p><u>Part-time employees</u></p> <p><b>0-4 years</b> – 108 – 4.19 hours per pay  <b>5-9 years</b> – 128 – 4.92 hours per pay  <b>10-14 years</b> – 136 – 5.23 hours per pay  <b>15-19 years</b> – 144 – 5.53 hours per pay  <b>20+ years</b> – 156 – 6 hours per pay</p> <p><u>Weekend only employees</u></p> <p><b>0-4 years</b> – 132 – 5.076 hours per pay  <b>5-9 years</b> – 154 – 5.923 hours per pay  <b>10-14 years</b> – 163 – 6.269 hours per pay  <b>15-19 years</b> – 173 – 6.653 hours per pay  <b>20+ years</b> – 187 – 7.192 hours per pay</p> <p>An employee can accrue up to their maximum PTO accrual (see the PTO policy for details). At that time, you will no longer accrue PTO unless you fall under your maximum for PTO. Please plan your PTO accordingly so you don't reach the maximum of your PTO and stop accruing PTO. Bereavement is not included in PTO, but is a separate benefit.</p> <p>Paid time off also includes holidays. Requests should be made in advance with the manager.</p>	<p>Rewards employees for years of service in five year increments.</p> <p>Dayton Children's PTO policy is flexible to meet individual needs. The hospital encourages employees to take time away from work for rest, relaxation, personal business, sick time and holiday celebrations. Working in health care can be stressful, and it's important to take periodic breaks from work. The one-sum bank allows you to take these breaks when you want, no matter the reason.</p>

# time away from work (cont.)

## short-term disability

Short-term disability is covered at 100% for the first 90 calendar days. STD is covered at 70% for days 91-179. Employees can use their PTO or legacied EIB (extended illness bank) to augment their pay to 100% for days 91-179. See below.

- There is a five-day consecutive waiting period for short-term disability to go into effect.
- Employees must use PTO or legacied EIB (extended illness bank) for the five-day waiting period. Employees cannot take the five-day period unpaid if PTO or EIB are available.
- Employees must work at Dayton Children's for six months (FT or PT) before they are eligible to receive short-term disability. STD can be used up to three times in a rolling calendar year. Pool employees are not eligible for STD.

## parental leave

Parental leave consists of maternity, paternity, adoption and foster care. Employees (FT or PT) receive parental leave for six weeks at 100%. Parental leave is designed to give employees paid time off in conjunction with FMLA to bond with their child. Parental

leave must be taken within the first year after the birth of the baby.

Parental leave time must be taken in consecutive weeks, with the exception of foster parents, who can take leave in one-week increments due to the nature of fostering.

Employees must be employed at the hospital for 12 months prior to the birth, adoption or fostering to be eligible for parental leave. Pool employees are eligible for unpaid parental leave.

If you take medical leave prior to parental leave, you must be released to return to work to start parental leave.

## bereavement

- Five days – spouse, child, parent, miscarriage
- Three days – mother/father, step-parent, in-laws, step in-laws, daughters/ sons in-law, brothers/sisters and grandparents, grandchildren
- One day – aunts, uncles, nieces, nephews, sisters/brothers in-law

Bereavement is separate from PTO.

## PTO Exchange

Dayton Children's recognizes that it can be difficult to utilize PTO during times of high census. To this end, the hospital provides access to the PTO Exchange program as a strategy to allow employees with high PTO balances, who may be approaching their maximum accrual and unable to take time off work, to still benefit from their PTO hours.

PTO exchange gives employees the option to convert a portion of their accrued and unused PTO to several different options. PTO can be converted into cash, donations to charitable organizations or donations to a PTO bank for other employees who experience catastrophic life events. Employees can also utilize the program to reimburse themselves for student loan payments, 529 education contributions or tuition payments for themselves or their immediate dependents/family. PTO Exchange even offers travel services, and employees can be reimbursed for travel booked through their portal.

The PTO Exchange program can be accessed through Focus or Workday. See policy C-37 for additional PTO Exchange details. Employees must follow certain hour requirements based on their employment classification, as follows:

	employment classification	
	full-time or weekend only	part-time
Minimum PTO taken prior to exchanging/sharing	80 hours in a rolling 12 months	40 hours in a rolling 12 months
Maximum PTO exchange (all options)	40 hours in a calendar year	20 hours in a calendar year
Maximum PTO receivable from sharing option	40 hours in a calendar year	20 hours in a calendar year
Minimum PTO balance after exchanging/sharing	40 hours	20 hours



# benefits questions?

Log onto Focus at [focus.childrensdayton.org](https://focus.childrensdayton.org) or Focus News at [onfirstup.com/daytonchildrens/daytonchildrens/](https://onfirstup.com/daytonchildrens/daytonchildrens/)  
Call total rewards at 937-641-3032 or email [totalrewards@childrensdayton.org](mailto:totalrewards@childrensdayton.org).

## who to contact for questions?

<b>401(k) Retirement Plan ***Pool eligible benefit</b>	Charles Schwab	enroll directly at <a href="https://workplace.schwab.com">workplace.schwab.com</a> <a href="https://workplace.schwab.com">workplace.schwab.com</a> 1-800-724-7526
<b>Accident, Critical Illness and Hospital Indemnity</b>	Sun Life	<a href="https://www.sunlife.com/us">www.sunlife.com/us</a> 800-247-6875
<b>Auto &amp; Home</b>	Farmer's Insurance	1-800-438-6388
<b>Dental</b>	Superior Dental	<a href="https://superiordental.com">superiordental.com</a> 1-937-438-0283 Plan 570 (Standard Plan) Plan 1383 (Premium Plan)
<b>Employee Assistance Program (EAP)</b>	Impact Solutions	<a href="https://MyImpactSolution.com">MyImpactSolution.com</a> (username: dchEAP) 1-800-227-6007
<b>Flexible Spending Account</b>	Navia	<a href="https://naviabenefits.com">naviabenefits.com</a> 1-800-669-3539 Employer Code: DAO
<b>FMLA/Medical Leave</b>	The Hartford	1-877-899-1370
<b>Identity theft and legal protection</b>	Pre-Paid Legal Services, Inc. (PPLSI)	<a href="https://benefits.legalshield.com/dch">benefits.legalshield.com/dch</a> 1-888-807-0407
<b>Life and Long-term Disability Insurance</b>	The Hartford	1-877-899-1370
<b>Long term care</b>	Trustmark	Enroll directly at <a href="https://trustmark.benselect.com/DaytonHospital">https://trustmark.benselect.com/DaytonHospital</a> Customer Care Line: (866) 813-7192, x3
<b>Medical/prescriptions</b>	Surest	<a href="https://Join.Surest.com/Daytonchildrens">Join.Surest.com/Daytonchildrens</a> (access code: Dayton2024) - new hires <a href="https://Benefits.Surest.com">Benefits.Surest.com</a> - current employees 1-866-683-6440
<b>Medicare Resources</b>	RetireMEDiQ by MB Senior Solutions	<a href="https://retiremed.com">retiremed.com</a> 1-844-388-6565
<b>Pet Insurance</b>	Nationwide Insurance	enroll directly at <a href="https://benefits.petinsurance.com/dayton-childrens-hospital">benefits.petinsurance.com/dayton-childrens-hospital</a> 877-738-7874
<b>Vision</b>	Vision Service Plan (VSP)	<a href="https://vsp.com">vsp.com</a> 1-800-877-7195