



2025–2026

STAFF BENEFITS GUIDE



Welcome

TO YOUR 2025 – 2026 BENEFITS ENROLLMENT

At Albright College, we understand how important benefits are to you and your loved ones. That's why we're committed to supporting your physical, financial, and emotional well-being by providing a comprehensive and competitive benefits package.

Our benefits are designed with flexibility in mind, ensuring you have the options to make the best choices for your unique needs and lifestyle.

To help you make informed decisions, we've created this **Benefits Guide**, which outlines all the offerings available to you. We encourage you to review it carefully.

Be sure to enroll during your designated enrollment period to ensure you receive the benefits that will best support you and your family in 2025.

TABLE OF CONTENTS

Eligibility & Enrollment	3
Medical Plan Options	4
Prescription Benefits	6
Revive Health	7
Vision Benefits	8
Dental Benefits	9
Per-Pay Employee Contributions	10
Flexible Spending Accounts (FSA)	11
Basic Life/AD&D and Disability Insurance	12
Voluntary Life/AD&D Insurance	13
Employee Assistance Program	14
Retirement Plan	15
Education Benefits	16
Paid Time Off (PTO)	17
Auxiliary Benefits	18
Benefits Contacts and Resources	19

This benefits guide is intended to provide a summary of available benefits. For complete details, please refer to the Employee Handbook.



Eligibility & Enrollment



WHO CAN ENROLL?

At Albright College, we want to ensure that all eligible employees and their dependents have access to the benefits that best support their needs. Below are the key eligibility details:

Full-Time Employees

All employees who are working 30 hours per week or more are eligible to enroll in Albright College's benefits program.

Eligible Dependents

Coverage is available for the following dependents:

- Spouse
- Children up to age 26
- Disabled dependent children of any age, provided they meet the plan's criteria.

Spousal Exclusion

Spouses and domestic partners are generally excluded from coverage unless one of the following applies:

- The spouse/domestic partner is unemployed, **OR**
- The spouse/domestic partner is employed but not eligible for medical coverage through their employer, or if no coverage is available through their employer.

If your spouse/domestic partner qualifies for coverage under these exceptions, you will need to complete a spousal affidavit to confirm their eligibility for coverage.

WHEN TO ENROLL

It's important to complete your benefits enrollment **within 30 days** from your date of hire. If you don't enroll within this time period, **you will not have benefits coverage**, except for plans and programs that are fully paid by Albright College. These include:

- Basic Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Long-Term Disability
- Short-Term Disability

Making Changes During the Plan Year

If you miss your initial enrollment opportunity, you will not be able to make changes to your benefits until the next Open Enrollment period, unless you experience a **qualifying life event**. Qualifying life events include:

- Marriage
- Divorce
- Birth or adoption of a child
- Change in employment status (yours or your spouse's) that affects benefits eligibility

If you experience a life event, you must notify Human Resources **within 30 days** to make changes to your benefits.

Waived Benefit Reimbursement

If you choose to waive your medical benefits, Albright College will provide you with a **\$100 per month reimbursement through payroll**. To receive this reimbursement, you will need to complete a waiver form.

Medical Plan Options

HIGHMARK

Albright College offers a variety of Highmark PPO medical plans, designed to meet your healthcare needs while offering flexibility and affordability. Here are the available options:

Bronze PPO Plan

- *Deductible:* \$5,000 (Individual) / \$10,000 (Family)
- 20% coinsurance
- \$25/\$75 Office Visit, \$200 Emergency Room

Silver PPO Plan

- *Deductible:* \$3,000 (Individual) / \$6,000 (Family)
- 20% coinsurance
- \$25/\$75 Office Visit, \$200 Emergency Room

Gold PPO Plan

- *Deductible:* \$1,500 (Individual) / \$3,000 (Family)
- 20% coinsurance
- \$25/\$75 Office Visit, \$200 Emergency Room

KEY FEATURES OF ALL PLANS:

- Flexibility to see any provider you want, though you'll save money when you stay in-network.
- Free in-network preventive care, including:
 - Annual physicals
 - Recommended immunizations
 - Well-woman & well-child exams
 - Flu shots
 - Routine cancer screenings
- Prescription drug coverage is included
- Choice of 4 coverage levels:
 - Employee Only
 - Employee + Spouse
 - Employee + Child(ren)
 - Employee + Family



Below is a high-level overview of each of the medical plans. Prescription coverage is included with each plan (details are outlined on page 6). See page 10 for your medical plan costs.

	Bronze PPO Plan		Silver PPO Plan		Gold PPO Plan	
BENEFIT DESCRIPTION	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK
Contract Year Deductible** (Individual/Family)	\$5,000/\$10,000	\$5,000/\$10,000	\$3,000/\$6,000	\$5,000/\$10,000	\$1,500/\$3,000	\$5,000/\$10,000
Out-of-Pocket Maximum (Individual/Family)	\$7,900/\$15,800	N/A	\$7,900/\$15,800	N/A	\$7,900/\$15,800	N/A
Preventive Care Services	Plan pays 100%	Plan pays 50%*	Plan pays 100%	Plan pays 50%*	Plan pays 100%	Plan pays 50%*
Primary Care Physician (PCP) Required?	No	No	No	No	No	No
PCP Office Visit	\$25 copay	Plan pays 50%*	\$25 copay	Plan pays 50%*	\$25 copay	Plan pays 50%*
Specialist Office Visit	\$75 copay	Plan pays 50%*	\$75 copay	Plan pays 50%*	\$75 copay	Plan pays 50%*
Telemedicine	Plan pays 100%	Not covered	Plan pays 100%	Not covered	Plan pays 100%	Not covered
Diagnostic Laboratory	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*
Diagnostic X-Ray/Imaging (MRI, CT-Scan)	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*
Emergency Room	\$200 copay, waived if admitted	\$200 copay, waived if admitted	\$200 copay, waived if admitted	\$200 copay, waived if admitted	\$200 copay, waived if admitted	\$200 copay, waived if admitted
Ambulance	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*
Urgent Care Center	\$80 copay***	Plan pays 50%*	\$80 copay***	Plan pays 50%*	\$80 copay***	Plan pays 50%*
Inpatient Hospital / Outpatient Surgery	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*
Skilled Nursing Facility (Maximum of 100 days per benefit period)	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*
Home Health Care (Maximum of 90 visits per benefit period, aggregate with visiting nurse)	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*
Outpatient Therapies — OT, Speech (12 visits per benefit period)	\$75 copay	Plan pays 50%*	\$75 copay	Plan pays 50%*	\$75 copay	Plan pays 50%*
Physical Therapy/Spinal Manipulations (20 visits per benefit period)	\$75 copay	Plan pays 50%*	\$75 copay	Plan pays 50%*	\$75 copay	Plan pays 50%*
Inpatient Mental Health/Substance Abuse	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*
Outpatient Mental Health/Substance Abuse	\$75 copay	Plan pays 50%*	\$75 copay	Plan pays 50%*	\$75 copay	Plan pays 50%*
Maternity Care / Infertility Services	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*
Durable Medical Equipment	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*	Plan pays 80%*	Plan pays 50%*

* After deductible

** Embedded deductible: The single deductible is embedded in the family deductible, so no one family member can contribute more than the individual deductible amount during the plan year. Once the member meets their single deductible, they will start paying copays and/or coinsurance until they have reached their out-of-pocket maximum.

*** Copay does not apply to urgent care center visits prescribed for the treatment of mental health or substance abuse

Prescription Benefits

HIGHMARK / RX BENEFITS

Prescription drug coverage is **included with your medical coverage** and will be provided through Highmark. This coverage ensures you have access to the medications you need at affordable rates.

Prescription Drug Coverage

RETAIL PHARMACY (UP TO A 30-DAY SUPPLY)	
Low-Cost Generics	\$20 copay
Standard Generics	\$60 copay
Preferred/Non-Preferred Brand	\$90 copay
Specialty Medications	You pay 20% (\$350 maximum per prescription)
MAIL ORDER PHARMACY (UP TO A 90-DAY SUPPLY)	
Low-Cost Generics	\$40 copay
Standard Generics	\$150 copay
Preferred/Non-Preferred Brand	\$225 copay
Specialty Medications	N/A

SAVE MONEY WITH MAIL ORDER!

Using the mail order program through RxBenefits for your maintenance medications can help you **SAVE MONEY**. Here's how:

- Receive up to a 90-day supply of your medications for just two retail copays.
- In addition to the cost savings, your prescriptions will be delivered right to your home-convenient and hassle-free!

Taking advantage of the mail order program is a great way to save money while ensuring your medications are delivered directly to you.



For additional information on \$0 maintenance medications, please see page 7 to learn about Revive and the savings it provides.

Revive Health

VIRTUAL WELLBEING

Elevate your well-being with physical and mental healthcare anytime, anywhere!

Albright College is proud to partner with Revive Health, a U.S.-based company offering a comprehensive range of health services—all provided at absolutely **NO cost to you or your covered dependents**. This benefit is fully funded by Albright College as part of our commitment to supporting your health and well-being.

If you and your dependents are enrolled in our health insurance, you are automatically enrolled in this benefit at no additional cost.

BENEFITS INCLUDE:

Virtual Primary Care

Personalized care, wherever you are. Connect with a dedicated Revive physician who knows your health history. With consultations available within 1 to 3 days, you get top-notch care without disrupting your schedule—keeping you healthier and on track.

Pharmacy Services

Free home delivery for your medications. Get over 1,000 commonly-prescribed medications delivered straight to your door at no cost. Plus, use our pharmacy discount card to pick up urgent care medications from over 70,000 retail locations.

Virtual Urgent Care

24/7 access to care when you need it most. Revive lets you connect with doctors in minutes for quick diagnoses, treatment, and prescriptions—all from home. Skip the wait and get back to feeling your best, fast.

Mental Health Support

Around-the-clock mental health support. Access 24/7 personalized care with master's-level clinicians, plus digital tools like an AI coach and live group sessions. Take charge of your mental well-being with ease and confidence.



Ready to get started? Register today with enrollment code **9qtiy39260**.

Vision Benefits

VBA

At Albright College, we offer vision coverage to help you save on eligible eye care expenses, including eye exams, glasses, contacts, and more! Vision is a separate election, meaning you can choose to enroll in vision benefits even if you are waiving medical coverage.



VBA Vision Plan

BENEFIT DESCRIPTION	VBA PARTICIPATING PROVIDER	OUT-OF-NETWORK REIMBURSEMENT
Routine Vision Exam	Plan pays 100%	Up to \$40 reimbursement
Lenses Single Vision Bifocal Trifocal Progressives Lenticular Polycarbonate	Plan pays 100% Plan pays 100% Plan pays 100% Partially-covered Plan pays 100% Plan pays 100% for members up to age 19	Up to \$40 reimbursement Up to \$60 reimbursement Up to \$80 reimbursement Up to \$80 reimbursement Up to \$120 reimbursement N/A
Frames	Plan pays up to \$50	Up to \$50 reimbursement
Elective Contact Lenses (in lieu of eyeglasses)	Up to \$110 material allowance; Contact lens fitting and evaluation fee: Plan pays 15% of usual, customary and reasonable charges	N/A
Medically-Necessary Contact Lenses	Plan pays 100%	Up to \$320 reimbursement
LASIK Surgery (once every 8 years)	N/A	Up to \$150 reimbursement
Frequency Vision Exam Lenses Frames	Once every 12 months Once every 12 months Once every 24 months	\$2,000

ADDITIONAL SAVINGS

VBA also partners with several companies to offer you additional savings, including:

- **Up to 35%** on LASIK eye surgery
- **Over 40% off** premium hearing aids.

Having vision coverage ensures that you and your family have access to eye care at a more affordable cost.

Dental Benefits

HIGHMARK

Healthy teeth and gums are an essential part of your overall wellness, and regular dental checkups play a crucial role in maintaining good oral hygiene. That’s why Albright College offers two dental plans for 2025 to help you care for your smile.



	Low Plan	High Plan
BENEFIT DESCRIPTION	IN-NETWORK / OUT-OF-NETWORK	IN-NETWORK / OUT-OF-NETWORK
Deductible* (Individual/Family)	\$0/\$0	\$0/\$0
Calendar Year Maximum (Individual/Family)	\$1,500	\$2,000
Preventive and Diagnostic Services - Exams, Cleanings ,Bitewing X-Rays (each twice in a calendar year) - Fluoride Treatment (once in a calendar year, children to age 19) - Sealants	Plan pays 100%	Plan pays 100%
Basic Services - Fillings, Extractions - Endodontics (Root canal) - Periodontics, Oral Surgery - Repairs of Crowns, Inlays, Onlays, Bridges and Dentures	Plan pays 90%	Plan pays 90%
Major Services - Inlays, Onlays, Crowns - Bridgework - Full and Partial Dentures	Not covered	Plan pays 50%
Orthodontia Benefits (children age 19 and below)	Not covered	Plan pays 50%
Orthodontia Lifetime Maximum (per patient)	N/A	\$2,000

ABOUT THE HIGHMARK DENTAL PLANS

You have the option to elect dental coverage, even if you are waiving Albright College's medical coverage. Both plans provide flexibility, allowing you to use any dentist you wish.

However, selecting a participating dentist within the Highmark network will **significantly reduce your out-of-pocket costs**, ensuring you get the most value from your dental plan.

Per-Pay Employee Contributions

MEDICAL/RX, DENTAL, AND VISION PLANS

At Albright College, we understand that health care costs can be a concern, especially as they continue to rise. That's why we are committed to keeping your costs as manageable as possible.

The amount you pay for coverage is **deducted from your paycheck before taxes**, which helps lower your taxable income and ultimately reduces your overall tax burden. Your specific cost will be determined based on the plan you choose and selected coverage level.

Highmark Medical/Prescription Drug Plans

TIER	BRONZE PPO PLAN		SILVER PPO PLAN		GOLD PPO PLAN	
	MONTHLY	BI-WEEKLY	MONTHLY	BI-WEEKLY	MONTHLY	BI-WEEKLY
Employee Only	\$40.16	\$20.08	\$92.50	\$46.25	\$200.19	\$100.10
Employee + Spouse	\$560.37	\$280.19	\$686.85	\$343.43	\$824.19	\$412.10
Employee + Child(ren)	\$261.28	\$130.64	\$361.48	\$180.74	\$462.35	\$231.18
Family	\$617.49	\$308.75	\$789.21	\$394.61	\$972.10	\$486.05

Highmark Dental Plans

TIER	LOW PLAN		HIGH PLAN	
	MONTHLY	BI-WEEKLY	MONTHLY	BI-WEEKLY
Employee Only	\$22.83	\$11.42	\$40.40	\$20.20
Employee + Spouse	\$44.11	\$22.06	\$78.14	\$39.07
Employee + Child(ren)	\$39.90	\$19.95	\$86.12	\$43.06
Family	\$67.05	\$33.53	\$133.88	\$66.94

VBA Vision Plan

TIER	VBA VISION PLAN	
	MONTHLY	BI-WEEKLY
Employee Only	\$6.30	\$3.15
Employee + Spouse	\$11.98	\$5.99
Employee + Child(ren)	\$12.28	\$6.14
Family	\$16.38	\$8.19

Flexible Spending Accounts (FSA)

THE HARRISON GROUP

Flexible Spending Accounts (FSAs) are a great way to save money on taxes while covering important healthcare and dependent care expenses. Since contributions are made on a pre-tax basis, they reduce your taxable income.

Here's a breakdown of two types of FSAs and some details on eligible expenses:

HEALTHCARE FSA

The Healthcare FSA allows you to set aside pre-tax dollars via payroll deductions to pay for qualified healthcare expenses for you and your dependents.

- **Contribution Limit for 2025:** Up to \$3,300
- Eligible expenses include:
 - Copays, deductibles, coinsurance
 - Non-cosmetic dental procedures (crowns, dentures, orthodontics)
 - Prescription contact lenses, glasses, and sunglasses
 - LASIK eye surgery

DEPENDENT CARE FSA

The Dependent Care FSA lets you use pre-tax dollars toward qualified dependent care expenses.

- **Contribution Limit for 2025:**
 - \$5,000 for individuals or married couples filing jointly per calendar year
 - \$2,500 for married couples filing separately per calendar year
- **Eligible expenses include:**
 - Childcare services (e.g., daycare, babysitters) for dependents under age 13
 - Elder care services for dependent adults
 - Nursery schools, preschools (excluding kindergarten)

What's an eligible expense?

- **Health Care FSA:** Includes plan deductibles, copays, coinsurance, and other related healthcare costs. For more details, you can refer to IRS Publication 502 at www.irs.gov.
- **Dependent Care FSA:** Covers child daycare, babysitting for children under 13, and home care for dependent adults, and related expenses. For more details, you can refer to IRS Publication 503 at www.irs.gov.

HEALTHCARE FSA ROLLOVER

If you do not use all your contributions by the end of the plan year, you can **carry over up to \$660** in the Healthcare FSA to the next plan year. **Dependent Care FSA contributions DO NOT roll over.**



Basic Life/AD&D and Disability Insurance

METLIFE

At Albright College, we understand the importance of planning for your financial security and peace of mind.

To help protect you and your family from the unexpected, we provide Life Insurance, Accidental Death and Dismemberment (AD&D), Short-Term Disability (STD) and Long-Term Disability (LTD) benefits.

These benefits provide an important safety net, ensuring that you and your loved ones are covered in the event of an unexpected incident.

EMPLOYEE BASIC LIFE/AD&D

Life insurance can help provide for your loved ones if something were to happen to you. Albright College pays for the full cost of this benefit, outlined below:

- Life benefit of 2X annual salary up to \$500,000
- Age reduction 65% at 65 and 50% at 70

SHORT-TERM DISABILITY

Short-Term Disability (STD) is a type of disability insurance coverage that can help you remain financially stable should you become injured or ill and cannot work. Benefit details:

- Weekly benefit: 60% of your salary up to maximum of \$2,500
- 14/14 elimination period
- 11 week maximum benefit duration

LONG-TERM DISABILITY

Long-Term Disability (LTD) insurance protects workers in the event they become disabled for a prolonged period prior to retirement. Benefit details:

- Monthly benefit: 60% of your salary up to a maximum of \$6,000
- 90-day elimination period



Voluntary Life/AD&D Insurance

METLIFE

While Albright College offers basic life insurance, some employees may be interested in additional coverage based off their personal circumstances.

Are you the sole provider for your household? What other expenses do you expect in the future (for example, college tuition for your child)? Depending on your needs, you may want to consider buying supplemental coverage.

With voluntary life insurance, you are responsible for paying the full cost of coverage through payroll deductions. You can purchase coverage for yourself, your spouse, or your dependent child(ren).

Employee Life

- Increments of \$10,000 up to a maximum of \$300,000 or 5x salary, whichever is less
- \$100,000 guaranteed issue amount

Spouse Life

- Increments of \$5,000 up to a maximum of \$150,000
- \$25,000 guaranteed issue amount

Child Life

- Increments of \$1,000 up to a maximum benefit of \$10,000
- \$10,000 guaranteed issue amount

EMPLOYEE/SPOUSE VOLUNTARY LIFE RATES (PER \$1,000)	
AGE	RATE
Under 20	\$0.090
20 – 24	\$0.090
25 – 29	\$0.090
30 – 34	\$0.100
35 – 39	\$0.120
40 – 44	\$0.180
45 – 49	\$0.260
50 – 54	\$0.380
55 – 59	\$0.610
CHILD(REN) RATE PER \$1,000	
\$2.40	
VOLUNTARY AD&D RATES (PER \$1,000)	
Employee	\$0.018
Spouse	\$0.018
Child(ren)	\$0.018



Employee Assistance Program

METLIFE

The Employee Assistance Program (EAP) at Albright College is a **free benefit** administered by MetLife.

This valuable program is designed to help employees, and their families (those living at home) navigate life's everyday challenges with professional support and guidance.

BENEFITS INCLUDE:

Support for Everyday Challenges

The EAP provides easy-to-use services that help with various personal and family issues, from managing stress to handling difficult life situations.

No Additional Cost

This program is free to all employees and their eligible family members, ensuring that you have access to the resources you need at no extra charge.

The EAP is a confidential and convenient way to receive assistance for personal matters that may impact your work and home life, offering a **helping hand** when you need it most.



Retirement Plan

TIAA

ABOUT THE RETIREMENT PLAN

Employees who work at least 1,000 hours per year are eligible to make voluntary retirement contributions immediately upon hire. These contributions are made on a pre-tax basis, meaning they reduce your taxable income for the year.

Here's an overview of the program:

- **Contribution Limit:** The IRS maximum contribution limit for 2025 is \$23,500.
- **Catch-Up Contribution for Employees 50–59:** If you are age 50–59, you can contribute an additional \$7,500, bringing your total contribution limit to \$31,000.
- **Catch-Up Contribution for Employees 60–64:** If you are age 60–64, you can contribute an additional \$11,250, bringing your total contribution limit to \$34,750.

You can enroll in the retirement plan, change your contribution percentage, or opt out at any time.

Learn About Saving for Retirement

To assist you in planning for your future, TIAA representatives are available to assist you, and you can schedule a phone appointment to discuss your retirement needs and goals. They can help you create a personalized savings strategy for retirement.

- **Schedule an Appointment:** Call TIAA at **800-732-8353** for assistance.
- **Call Center for General Information:** Reach the National Contact Center (NCC) at **800-842-2733** for more information.

Taking advantage of voluntary contributions can help you build a strong foundation for retirement while benefiting from tax savings!



Education Benefits

Albright College offers educational benefits to regular full-time employees (working a minimum of 10 months), their spouses or domestic partners, and their dependent children or stepchildren under the age of 25, as well as coaches.

Here's a breakdown of the education benefits available:

TUITION REMISSION

For Full-Time Employees (Minimum 10 months)

- Benefit: Waiver of tuition charges for 2 courses per semester (Fall & Spring) and 1 course per summer session at Albright College
- Eligibility: Employees become eligible for tuition remission benefits starting the semester or session after completing one year of full-time service.

For Spouses/Domestic Partners of Full-Time Employees (Minimum 10 months)

- Benefit: Waiver of tuition charges for 2 courses per semester (Fall & Spring) and 1 course per summer session at Albright College
- Eligibility: Spouses or domestic partners become eligible for tuition remission benefits starting the semester or session after the employee completes one year of full-time service.

For Dependent Child(ren) or Stepchild(ren)

- Benefit: Waiver of tuition charges for credit courses at Albright College
- Eligibility: Dependent children or stepchildren become eligible for tuition remission benefits starting the semester or session after the employee completes three years of full-time service.

For Coaches

- Benefit: Waiver of tuition charges for 2 courses per semester (Fall & Spring) and 1 course per summer session at Albright College
- Eligibility: Coaches become eligible for tuition remission benefits starting the semester or session after completing one year of service.



TUITION EXCHANGE

The Tuition Exchange is a national scholarship program that allows dependent children of eligible employees to apply for undergraduate study at other participating colleges and universities. Scholarship awards cover:

- Full Tuition
- Half tuition for non-residents at a public institution **or**
- A rate set by The Tuition Exchange

Dependent children or stepchildren are eligible for the tuition exchange program starting the semester or session after the employee has completed three years of full-time service.

NOTE: Albright employees are not guaranteed Tuition Exchange at participating schools. This is at the discretion of the participating school.

Paid Time Off (PTO)

At Albright College, we encourage employees to maintain a healthy work-life balance by taking advantage of the paid time-off benefits offered. Here's an overview of the various types of paid time away from work for both Non-Exempt and Exempt employees:

These benefits ensure that employees have the necessary time to take care of personal and health needs while enjoying work-life balance.

HOLIDAY PAY

Employees are eligible to receive their regular base pay (Holiday Pay) for their normally scheduled work hours on approved College holidays.

Note: The total number of approved holidays may vary each year based on the academic calendar.

NON-EXEMPT EMPLOYEES

Vacation Time

Full-time employees (working 40 hours per week; those working less than 40 hours per week will receive pro-rated vacation time) are eligible for vacation after a 90-day introductory period.

- 0-5 years of service: Maximum of 80 hours per year
- 5-9 years of service: Maximum of 120 hours per year
- 10+ years of service: Maximum of 160 hours per year

Personal Time*

Regular full-time employees are provided with 2 personal days each year. These personal days expire on 12/31 and do not roll over.

Sick Time

- **Full-time employees** accrue 3.69 hours of sick leave per bi-weekly pay cycle, up to a maximum of 480 hours.
- **Part-time employees** receive a pro-rated accrual based on their normal weekly hours.

* For those employees hired after June 30th, personal time will be pro-rated to one (1) day until the beginning of the next calendar year.

EXEMPT EMPLOYEES

Vacation Time

Full-time employees (working 40 hours per week; those working less than 40 hours per week will receive pro-rated vacation time) are eligible for vacation after a 90-day introductory period.

- 0-2 years of service: Maximum of 120 hours per year
- 2-5 years of service: Maximum of 144 hours per year
- 5+ years of service: Maximum of 160 hours per year

Part-time employees receive a pro-rated accrual based on their normal weekly hours.

Personal Time*

Regular full-time employees are provided with 2 personal days each calendar year. These personal days expire on 12/31 and do not roll over.

Sick Time

- **Full-time employees** receive 40 hours of sick leave per year, granted immediately upon hire.
- **Part-time employees** receive a pro-rated accrual based on their normal weekly hours.

Note: Sick time does not carry over from year to year.



Auxiliary Benefits

In addition to the core benefits, Albright College offers a variety of auxiliary benefits to supplement the comprehensive benefits program. These benefits are designed to support the well-being of employees and their families.

EMPLOYEE DISCOUNTS

Employees can enjoy discounts at the on-campus Bookstore, Campus dining options, and more.

CHILD CARE CENTER – ALBRIGHT EARLY LEARNING CENTER (AELC)

- **Discount:** Receive a **10% discount** on tuition for your family.
- **Hours:** Open from 7:00 am to 6:00 pm, Monday through Friday.

Program Highlights:

- Achieved the highest quality rating from PA's Keystone STARS.
- National accreditation under the National Association for the Education of Young Children.
- Serves as a laboratory school for Albright College students.
- Teachers are degreed with additional clearance above state requirements.

ATHLETIC FACILITIES ACCESS

- **Who's Eligible:** Employees, their spouses and dependent children under 26.
- **Benefit:** Access to College athletic facilities, including the Schumo Center for Fitness and Well-Being, free of charge during normal hours of operation.
- **Admission to Events:** College ID holders receive free admission to home College athletic competitions.

WELLNESS EATS PROGRAM

Purchase 15 meals at the dining hall for **only \$80**. Meals can be used for breakfast, lunch, or dinner, 7 days a week.

These auxiliary benefits help enhance your experience at Albright College and provide valuable resources for you and your family, ensuring well-rounded support for your health, education, and daily needs.



Benefits Contacts and Resources

Have a question about your benefits?
The following resources are available to you:

BENEFIT	CARRIER	PHONE	WEBSITE
Medical/Prescription	Highmark	1-800-345-3806	www.highmark.com/member/member-guide
Dental	Highmark	1-866-568-6008	www.unitedconcordia.com
Vision	VBA	1-800-432-4966	www.vbaplans.com
Flexible Spending Accounts (FSA)	The Harrison Group	610-853-9075	www.theharrisongrouponline.com

BENEFITS MEMBER ADVOCACY CENTER

The Benefits Member Advocacy Center ("Benefits MAC"), provided by our benefits broker, Conner Strong & Buckelew, can help you and your covered family members navigate your benefits.

Contact the Benefits MAC to:

- Find answers to your benefits questions
- Search for participating network providers
- Clarify information received from a provider or your insurance company, such as a bill, claim, or explanation of benefits (EOB) Guide you through the enrollment process or how you can add or delete coverage for a dependent
- Discover all that your benefit plans have to offer!

Contact the Benefits MAC by phone at **800-563-9929*** or submit a request online at **connerstrong.com/memberadvocacy**.

* Available Monday-Friday, 8:30 am to 5:00 pm ET. After hours, you will be able to leave a message with a live representative and receive a response by phone or email during business hours within 24 to 48 hours of your inquiry.



