



BENEFITS HIGHLIGHTS

Medical, vision, dental, life insurance, disability insurance, and FSA plans are offered to full-time and part-time benefit eligible employees.

Medical

The Archdiocese offers three medical plans that are administered by Blue Cross Blue Shield of Illinois. These plans include: a preferred provider plan (PPO) and two HMO Plans (HMO IL and Blue Advantage HMO). The employee portion of the medical premium is deducted from the employee's paycheck with pre-tax dollars.

Effective Date: 1st day of the month following date of hire in a benefits-eligible position; if hired the 1st of the month benefits are effective the same day.

Vision

When you enroll in one of the Archdiocese of Chicago medical plans, your coverage automatically includes a vision benefit.

Effective Date: 1st day of the month following date of hire in a benefits-eligible position; if hired the 1st of the month benefits are effective the same day.

Dental

The Archdiocese offers two dental plan options: a PPO and a dental HMO (DHMO). The employee portion of the dental premium is deducted from the employee's paycheck with pre-tax dollars.

Effective Date: 1st day of the month following date of hire in a benefits-eligible position; if hired the 1st of the month benefits are effective the same day.

Short-Term Disability

Short-term disability is offered as an elective, employee-paid benefit. Employees may elect a weekly benefit to cover them during periods of disability. There is a 30-day waiting period before benefits are paid.

Effective Date: 1st day of the month following date of hire in a benefits-eligible position; if hired the 1st of the month benefits are effective the same day.

Long-Term Disability

The Archdiocese of Chicago pays 100% of the premium for long-term disability coverage. This benefit provides salary continuation at 66 2/3% of an employee's monthly salary upon completion of a 180-day waiting period.

Effective Date: 1st day of the month following date of hire in a benefits-eligible position; if hired the 1st of the month benefits are effective the same day.

Basic Life Insurance

- Paid by the Archdiocese
- Automatically provided on the first day of the month following date of hire for benefits-eligible employees.
- One time your annualized salary

Supplemental Life Insurance

Supplemental life insurance is offered as an elective, employee-paid benefit. This plan offers employees the opportunity to purchase additional life insurance at one, two, three, or four times their annualized salary. Employees electing this coverage will choose the coverage level and take advantage of group rates, based on age. Note: coverage elected above guarantee issue amount requires medical underwriting and will take effect upon provider's approval.

Effective Date: 1st day of the month following date of hire in a benefits-eligible position; if hired the 1st of the month benefits are effective the same day.



Flexible Spending Accounts (FSA)

Through FSA's, employees may deposit pre-tax dollars into an account to pay for qualified, uncovered healthcare and dependent care expenses. Employees may contribute up to the plan annual limits for healthcare and dependent care expenses. You can enroll in a FSA at the start of your employment or during annual open enrollment.

Effective Date: 1st day of the month following date of hire in a benefits-eligible position; if hired the 1st of the month benefits are effective the same day.

403(b) Retirement Plan

The Archdiocese of Chicago offers a comprehensive 403(b) Retirement Plan. Employees may contribute from 1% to 75% of gross pay on a pre-tax basis, or to a Roth 403(b) account, up to the annual IRS maximum. In accordance with the plan, the Archdiocese may match a portion of benefits eligible employee's contributions at \$0.50 per \$1.00 for the first 4% of annual gross earnings contributed. Employees are fully vested after 4 full years in a benefits eligible position, 25% per year. All employees over the age of 21 are eligible to participate. Benefits eligible employees are automatically enrolled at a 3% contribution rate within 45 days of hire, unless they opt out.

Effective Date: within 45 days of hire in a benefits-eligible position

Share Plan Contribution

The Archdiocese may also provide a quarterly contribution to the 403(b) account for benefits eligible staff, in accordance with the plan. This employer paid non-elective contribution, the Share Plan contribution, is based on a percentage of gross earnings. Employees are fully vested in the Share Plan after 5 full years in a benefits eligible position.

Effective Date: within 45 days of hire in a benefits-eligible position

Holidays

The number and choice of paid holidays are to be determined locally by the parish, school, or Pastoral Center, and are made available to all full-time and benefits eligible part-time employees.

Vacation

The Archdiocese of Chicago provides paid vacation for full-time and benefits eligible part-time employees except school employees employed in 10-month positions, based on years of service as of the beginning of the fiscal year, in accordance with the schedules below:

Non-exempt vacation accrual:

Service	Days Earned
0-4	2 weeks
5-14	3 weeks
15 or more	4 weeks

Exempt vacation accrual:

Service	Days Earned
0-4	3 weeks
5 or more	4 weeks

Sick & Personal Days

Benefits eligible employees, including school employees, employed in a 12-month position, are entitled to ten paid sick days and two personal days each year. Benefits eligible school employees who are employed in a 10-month position, are entitled to five sick days only. Part-time benefits eligible employees will earn a pro-rated amount of sick time based on their schedule. Employees who are not eligible for benefits accumulate one hour of sick leave for every 35 hours worked, up to a maximum of 40 hours per year.

Paid Time Off

School employees in a 10-month position, as well as all part-time employees not eligible for benefits, will earn one hour of paid time off for every 35 hours worked, up to a maximum of 40 hours per year.



Paid Parental Leave Benefit

Benefits eligible employees will receive one (1) week of paid parental leave for each full month of service. The maximum amount of paid parental leave available to any eligible employee is twelve (12) weeks. Paid parental leave must be used within six (6) months of the birth or adoption of the child.

Employee Assistance Program (EAP)

All employees are eligible for this employer-paid benefit program. The Employee Assistance Program (EAP) provides a range of services, tools, and resources to support mental and physical well-being. Additionally, the program offers resources for social, financial, and career-related matters.

This guide is intended to give you an overview of the benefits plans offered by the Archdiocese of Chicago. All specific plan provisions are described in the legal documents governing the plans. If there are any discrepancies between this guide and the plans' legal documents, the legal documents will govern. Any of the benefit plans offered by the Archdiocese of Chicago may be amended, revoked, suspended or terminated at the Archdiocese's sole discretion at any time. In addition, neither this description nor your participation in the Archdiocese's benefit plans creates a contract or guarantee of employment.