

BENEFITS ELIGIBILITY SUMMARY

Appendix A

Benefit	Regular < 40 Hrs Bi- Weekly	Regular 40-59 Hrs Bi- Weekly	Regular 60+ Hrs Bi-Weekly ¹	Temporary 60+ Hrs Bi-Weekly (> 90 days)	Temporary ACA Reclass ¹³	Temporary All Other ¹⁴
LEAVE TYPES/BENEFITS:	< 20 hrs/wk	20-29 hrs/wk	30+ hrs/wk	30+ hrs/wk	n/a	< 30 hrs/wk; 30+ hrs/wk (< 90 days)
Administrative Leave		✓	✓	✓		
Annual Leave (including Longevity Leave) ¹		✓	✓	✓		
Bereavement Leave		✓	✓	✓		
Court Leave		✓	✓	✓		
Exceptional Performance/Recognition Leave	✓	✓	✓	✓		
Exchange Time Leave ²	✓	✓	✓	✓		
Family and Medical Leave (FMLA) ³		✓	✓	✓	✓	✓
Military Exigency & Caregiver Leave ³		✓	✓	✓	✓	✓
Holidays ¹		✓	✓	✓		
Injury Leave		✓	✓	✓		
Leave Donations ⁴		✓	✓	✓		
Leave without Pay	✓	✓	✓	✓	✓	✓
Military Leave	✓		✓			
Personal Leave ⁵			✓			
Sick Leave ¹		✓	✓	✓		
HEALTH AND WELFARE BENEFITS: ⁶						
Group Health Plan		✓	✓	✓	✓	
Limited Term Disability ⁷			✓			
Long Term Care Insurance (LTC)		✓	✓	✓		
VRS Basic and Optional Life Insurance ⁸			✓			
RETIREMENT BENEFITS:						
Deferred Compensation – 457 Plan	✓	✓	✓	✓		
Payroll Roth IRA	✓	✓	✓	✓		
Social Security (FICA)	✓	✓	✓	✓	✓	✓
VRS Retirement Benefits ⁹			✓			
Retiree Health ¹⁰			✓			
Retiree Health Savings Program (RHSP) ¹¹			✓			
FLEXIBLE BENEFITS PLAN:						
Dependent Care Flexible Spending Account (matching County contribution up to \$1,000 per year) ¹⁵		✓	✓	✓		
Health Care Flexible Spending Account		✓	✓	✓	✓	
ADDITIONAL BENEFITS:						
Credit Union Membership	✓	✓	✓	✓	✓	✓
Employee Assistance Program (EAP)	✓	✓	✓	✓		
Tuition Assistance Program (TAP) ¹²			✓			
Virginia Prepaid Education Program (VPEP)	✓	✓	✓	✓	✓	✓

Group Health Plan & Flexible Spending Annual Open Enrollment Period: During November → effective January 1st

The Loudoun County Group Health Plan is administered in accordance with Section 125 Pre-Tax Rules and Regulations (26 CFR 1.125-4) of the Internal Revenue Code. To comply with these rules, the enrollment election must be initiated within 30 days of the qualifying event; the effective date for an employee or dependent(s) who initially elects coverage or who elects to change coverage under the Plan due to a qualifying event shall be the first of the month following the date the employee incurs a qualifying change in family, dependent, or employment status.

- ✓ Qualifying event changes that are made due to the birth, adoption, or placement for adoption of a child are effective on the date of the event.
- ✓ Documentation to support a dependent's eligibility or a qualified event must be received by the Benefits Office no later than the last day of the month in which coverage should become effective for review before the coverage change may be approved.

¹IRS regulations stipulate that retroactive premium changes will only apply for election changes made due to birth or adoption of a child.

¹ Annual / sick leave and paid holidays are prorated depending on the employee's scheduled hours. Longevity leave is credited to annual leave balances at the beginning of the calendar quarter in which it is earned.

² May be used only by employees who earn Exchange Time – refer to 6.4.05 of the Human Resources Handbook.

³ An employee must work for at least 1040 hours within the preceding 12 months period to be eligible for FMLA.

⁴ Refer to 6.4.04 of the Human Resources Handbook for eligibility criteria.

⁵ Must be classified as a regular employee, Senior Staff working 37.5 hours per week.

⁶ Enrollment must be completed within 45 days of hire or 30 days of an employment status change. Benefits are effective the 1st day of the month following enrollment.

⁷ Enrollment is automatic for the Core plan at no cost to the employee. Enrollment in the buy-up option must be completed within 31 days of hire. Enrollment after the initial 31 days is subject to Evidence of Insurability. Buy-up premiums are paid in full by the employee.

⁸ Enrollment for Optional Life must be completed within 31 days of hire. Enrollment after the initial 31 days is subject to Evidence of Insurability.

⁹ Membership includes regular employees who are scheduled to work 30 or more hours per week in a VRS covered position.

¹⁰ VRS eligible employees designated as Group A & B who retire from County service with a minimum of 15 years of service in a benefit eligible position (10 years of service for Group A employees) and immediately begin receiving a retirement annuity from VRS.

¹¹ VRS eligible employees designated as Group C & D (employees with a date of hire on or after 1/1/13 are Group D). Contingent on participation in the Group Health Plan.

¹² Employee must have completed probationary period to qualify.

¹³ Includes regular part-time and temporary employees who hold multiple positions.

¹⁴ Includes temporary employees working less than 30 hours per week AND temporary employees working 30+ hours per week for less than 90 calendar days.

¹⁵ Temporary employees are not eligible for the dependent care matching County contribution.