



**LEAVE BENEFITS, PAID BENEFITS,  
AND OTHER BENEFITS FOR  
GHFP FELLOWS**

**2012**

An Equal Employment Opportunity/Affirmative Action Employer

## **LEAVE BENEFITS**

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### **Paid Time Off (PTO) Leave**

Commencing at date of employment, regular full-time employees earn PTO leave as follows: 31 days during year 1 through 9, 36 days during year 10 through 14, 39 days during year 15 through 19 and 41 days during year 20 and subsequent years. Regular part-time employees accrue PTO leave on a pro-rated basis consistent with the PTO earnings established for full-time employees.

An employee may take accrued PTO leave, with full salary, at times mutually agreed upon with his/her supervisor. Full- and part-time employees will not earn PTO leave if they have more than 80 days (640 hours) of such leave accumulated at any time. An employee will be paid for his/her accrued PTO leave, at his/her current salary rate, upon termination of employment.

### **Bereavement Leave**

In the event of the death of a family member\* or registered domestic partner, an employee may be absent with pay for up to three days without charge to the employee's accumulated PTO leave. Absence from work beyond this time will be charged to PTO leave or leave without pay.

### **Holidays**

Regular full-time employees are given paid holidays annually, which are identified by program and location.

International employees will observe the above federal holidays and holidays observed in their host country of assignment.

Regular part-time employees are paid holidays on a pro-rated basis consistent with the paid holiday basis for full-time employees.

### **Jury Duty**

You will be paid for the duration of the trial that you have been selected to serve on the jury, less jury pay, for all regular full-time and part-time employees working at least 20 hours upon presentation to the Payroll Department of statements issued by the Court Clerk stating the number of days the juror served and the amount of jury pay rendered.

## **PAID BENEFITS**

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### **Social Security, State Unemployment Insurance**

PHI covers all employees on the payroll for Social Security and State Unemployment Insurance. Employees who need specific information regarding personal claims/benefits should contact the Human Resources Department.

\*For purposes of this policy, family members is defined as parents, brothers, sisters, spouse, children, grandparents, grandchildren, parents in law, brothers and sisters in law, daughters and sons in law.

### **Worker's Compensation**

All employees of PHI are covered by Worker's Compensation Insurance which provides medical care and payment for lost work time to employees who are injured or who contract an occupational disease during the course of employment.

### **Health and Welfare Benefits**

PHI provides all eligible employees health and welfare benefits including, medical, dental, vision, life insurance and accidental death and dismemberment coverage. Regular full-time and part-time employees, who work a minimum of 20 hours per week, are eligible for all health and welfare plans. Employees may also cover their eligible dependents and pay the cost of their dependents' coverage through payroll deduction on a pre-tax basis.

Coverage for US-based employees begins on the first of the month immediately following the date of hire and is discontinued at the end of the month in which employment is terminated. All Internationally-based employees will have medical coverage effective on their date of hire. However, coverage may be continued under certain circumstances; details are available from the Human Resources Department.

### **Group Long-term Disability Insurance**

PHI provides group long-term disability insurance for regular full-time and part-time employees who work a minimum of 20 hours per week. The cost of this coverage, which begins on the first day of the month following one month of continuous active employment, is paid by PHI.

This insurance plan will provide employees with sixty-six and two-thirds of their basic monthly earnings if, following a 180 day period of disability from injury or sickness, they are unable to earn more than 80% of their pre-disability earnings in their own occupation. The monthly benefit will be reduced by the amount of other disability benefits (from Social Security, State Disability Insurance, Worker's Compensation, or other group disability insurance plans) for which they are eligible. The maximum benefit is \$10,000 per month.

### **Group Short-term Disability Insurance**

PHI provides group short-term disability insurance for regular full-time and part-time US domestic employees who work a minimum of 20 hours per week. The cost of this coverage, which begins on the first day of the month following one month of continuous active employment, is paid by PHI.

This insurance plan will provide employees with a percentage of their earnings for the period of disability from injury or sickness, when they are unable to earn more than 80% of their pre-disability earnings in their own occupation. The monthly benefit will be reduced by the amount of other disability benefits (from Social Security, State Disability Insurance, Worker's Compensation or other group disability insurance plans) for which they are eligible.

### **Tax Sheltered Annuity (TSA)**

In lieu of a standard retirement program, PHI offers participation in a tax-sheltered annuity plan, beginning the first day of the month following the date of employment, to all regular full-time and part-time employees who work a minimum of 20 hours per week.

PHI currently contributes an amount equal to 10% of each eligible employee's base wages to the employee's TSA plan.

Eligible employees may elect to contribute an additional percentage of their annual compensation to their Group Supplemental Retirement Annuity (GSRA) plan. The employee's contribution may not exceed the IRS maximum limit set for the year. Withdrawals are subject to federal regulations.

PHI reserves the right to vary the contribution percentages or eliminate this benefit entirely in the event that financial constraints make it necessary to do so.

## **VOLUNTARY BENEFITS (EMPLOYEE PAID)**

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### **Flexible Benefit Plan**

PHI offers a flexible spending account plan for all regular employees. The Plan will allow employees to pay certain personal expenses, such as child care and family out-of-pocket medical expenses not covered by health insurance, with before-tax earnings. Details are available from the Human Resources Department.

### **Supplemental Life Insurance**

In addition to the Life Insurance provided to you by PHI, employee paid Voluntary Life is available for employees and their spouses and dependents.

- *Supplemental Employee Life:* Available to all active, full-time Employees of the PHI regularly working a minimum of 20 hours per week. Election can be from \$10,000 up to \$500,000 in increments of \$10,000. Employees are guaranteed the lesser amount of one times their salary or \$100,000 before having to fill out an Evidence of Insurability form.
- *Supplemental Spouse/Domestic Partner Life:* Up to age 70 is eligible provided that you apply for and are approved for coverage for yourself. You may select coverage for your spouse in units of \$5,000 to a maximum of \$500,000, not to exceed your benefit amount. The cost of coverage will be based on your spouse's age. Spouses and Domestic Partners are guaranteed to be covered at \$30,000 before having to fill out an Evidence of Insurability form.
- *Supplemental Child Life:* Employees have the option of purchasing \$10,000 of coverage for your children (children 14 days to 6 months are limited to a reduced benefit of \$500.00). To qualify, children must be unmarried and less than 19 years (less than 26 years if a full-time student). Also, unmarried children over the age of 19 who are disabled may be eligible if certain conditions are met. Dependent coverage is available only when you elect coverage for yourself.

## **OTHER BENEFITS**

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### **Public Transportation / Parking Program**

PHI has a Public Transportation Reimbursement and Parking Program administered through WageWorks ([www.wageworks.com](http://www.wageworks.com)). PHI subsidizes employees' public transit and vanpool expenses of up to \$100.00 per month. Above that amount, employees can use pretax salary up to the monthly maximum of \$125.00 for transit and \$230 for parking. Employees who plan to participate in the program must sign up for the program through WageWorks. Details are available from the Human Resources Department.

### **Emergency Evacuation**

All Fellows based internationally or on an international work assignment are covered by PHI's Emergency Medical and Political evacuation services. These services are provided by SOS International and coordinated with CIGNA International Expatriate Benefits.

### **Worldwide Emergency Travel Assistance**

For personal travel, employees have access to worldwide emergency travel assistance, offered through CIGNA Life and Disability. When traveling 100 miles or more from home or in a foreign country, employees have access to pre-trip planning, medical consultation and evaluation, prescription replacement, emergency medical evaluation to nearest medical facility and lost luggage assistance.

### **Health Club Enrollment Fee**

Regular PHI employees working 20+ hours per week may be reimbursed for their one-time enrollment fee (up to \$99) for joining a health club for one full year. Details are available from the Human Resources Department. This benefit applies only to new memberships in a health club.

### **COSTCO Membership**

US employees are eligible for membership in the Costco Membership Program. Annual membership fee is taken through payroll deductions. Details are available from the Human Resources Department.

### **Zip Car**

Employees can sign up for an individual account for both personal and business needs at a discounted hourly and daily rate. Employees sign up directly at [www.zipcar.com/phi](http://www.zipcar.com/phi).