

**MEDICAL INSURANCE**

All regular full-time lay employees (see policy 4142) are eligible to receive coverage under the self-funded Medical Plan of the Diocese of Harrisburg, free of premium cost to the employee.

An employee may elect to waive enrollment in the diocesan Medical Plan, particularly when covered by a spouse's health insurance plan. An employee who waives enrollment may subsequently rescind that waiver and elect enrollment. No reimbursement will be made to an employee who elects to waive coverage under the Diocesan Medical Plan.

An employee may elect to enroll his/her dependents in the Medical Plan of the Diocese of Harrisburg. Premium costs for any such enrollment(s) shall be in accordance with local Employer practice and applied consistently.

Coverage for newly-hired employees will be effective on September 1, provided an Application for Enrollment has been received in the diocesan Office of Financial Administration prior to the effective date. Otherwise, coverage will be effective on the first day of the ensuing month, provided an Application for Enrollment has been received in the diocesan Office of Financial Administration prior to the effective date. For those employees who commence employment after September 1, coverage will be effective on the first day of the month following or coinciding with the date of employment, provided an Application for Enrollment has been received in the diocesan Office of Financial Administration prior to the effective date.

Coverage under the Diocesan Medical Plan ceases on the last day of the month when employment terminates. An employee who terminates for any reason other than discharge for cause is eligible for continuation of medical coverage under the Diocesan group plan for a period of six months, provided she/he pays the required premiums on a timely basis.

An employee is eligible to convert the coverage under an individual conversion contract within thirty days of the termination of group coverage.

In the case of leaves of absence, coverage will continue, as provided for under the Personal Illness, Leave for Child-bearing, or Family Leave policies, provided that written notification has been received in the diocesan Office of Financial Administration prior to that date.

No interruption of benefits will occur between school terms, provided that employment has not been terminated and provided that the diocesan Office of Financial Administration has not been informed of any such termination.

A booklet containing a description of the Diocesan Medical Plan is provided for each employee who elects to enroll in the Plan.

Except as provided for above, the specific provisions of the Official Plan Document shall govern the administration of the Plan. The Official Plan Document is in file in the diocesan Office of Financial Administration.

An employee covered under this Plan shall continue to be covered in the event an employee terminates employment from one Diocesan entity and immediately thereafter (normally not in excess of thirty days) accepts employment at another Diocesan entity. It shall be incumbent upon the "terminating" employer and the "hiring" employer to notify immediately the diocesan Office of Financial Administration of such change in employment status on the part of the employee so that full coverage under the Plan will continue as provided for herein.

Benefit

Revised: January 1, 1999

NCD/Bishop of Harrisburg