Sick Leave Bank Open Enrollment
April 1—June 30!

The Sick Leave Bank Open enrollment period is April 1, 2010 – June 30, 2010. The bank allows members who need additional time off from work to recover from an injury or illness even after all accrued leave is exhausted. Most employees who require an extensive recovery period use all accrued leave. At that point, the employee will placed in a leave without pay status (LWOP). Once in a LWOP status, the employee will be responsible for paying their insurance benefits and will not receive retirement credit. If the employee is a member of the bank the employee can focus on recovery, not finances.

When a bank member needs additional time to recover, a Sick Leave Bank donation allows the employee to remain in active status, and continue to receive a regular pay check for up to 90 days (3 months). The approval process requires medical documentation from the treating physician, review from the Bank Board and an approved FML request. The Sick Leave Bank board consists of five UTHSC exempt, non-exempt employees, one of which is a UT physician. The Board will review each request and determine the need for assistance from the bank.

Joining the bank is an easy choice and doesn’t cost the employee any money. It does not require a monthly premium but a one time donation of 3 sick days (24 hours). Each enrolling member must have at least 48 sick leave hours prior to June 30th to be eligible for membership.

To discover more about the bank, please visit our website at: http://www.uthsc.edu/hr/Benefits/sick.htm. There are also HR 128 classes on the Sick Leave Bank available. Register at: http://www.uthsc.edu/hrtraining.

SICK LEAVE BANK KICK OFF EVENT!

Stop by and sign up at our Sick Leave Bank Enrollment kick-off event! Benefit representatives will be on hand with enrollment forms and to answer any questions in the lobby of the Plaza building on:

Thursday April 8, 2010, 11 am –2 pm
Friday April 9, 2010, 11 am– 2pm
“A must read…” Changes to your State Health Benefits coming this fall!

During the month of March all employees enrolled in a State health plan will receive a postcard at their home address, indicating the upcoming changes in the State health plans for 2011. This information is very important and every employee is encouraged to read it. All communication with a ParTNers for Healthcare logo will be important benefit information sent from the States’ Benefits Administration office. PLEASE DO NOT DISCARD any of this information as it will answer numerous questions you are certain to have regarding the new options.

Prior to making your decision in the fall you will need all the information provided to you in advance. The insurance staff will be available to answer questions as soon as more details become available. Pay close attention to your mail the next few months for any new information. If you do not receive any of this documentation, verify your mailing address with the payroll office.

Flex Deadline April 30, 2010!

If you were enrolled in the Flexible Medical or Dependent care accounts for 2009, the deadline to submit all claims for 2009 is April 30th 2010.

To submit your reimbursements you must:

- Complete a claim form (s).
- Submit supporting documentation for the expenses.
- Keep a copy of all your statements, etc.
- Make sure all claim forms are signed and dated.
- Include Tax ID numbers for all daycare providers.
- For private care-takers, include their signature and socials.

All claims for services and purchases on your 2009 funds must have been provided or purchased on or before March 15, 2010. Any remaining funds in 2009 that are not claimed by the deadline will be forfeited.

For additional information and claim forms go to: http://www.uthsc.edu/hr/Insurance/flex2.html

Please return all forms to the Benefits office (910 Madison Ave. Ste. 727) or call with any questions to 448-5577 or 448-4876.
What happens to my Benefits if I die in active service?

In a recent issue we addressed the need for employees to check their beneficiaries on retirement, life insurance and unpaid compensation forms and the importance of reviewing who is listed. Since that issue, only a handful of employees visited Benefits to inquire about their beneficiary information. At this point, a reminder is necessary for employees to understand the importance of this process. Changing your beneficiary can be done at anytime and as often as needed. You can also review your forms by visiting the appropriate office (please have your ID with you). When there is a death claim that needs to be filed, there are certain things that must be provided before any monetary benefits can be issued. The information below gives you details of what is required for the various benefits that will be paid to a beneficiary upon the death of an active employee. If you have not reviewed your beneficiary information for several years, you may want to take some time and visit the Human Resource office to make sure your forms are up to date.

**Life Insurance**

In the case of an employees, the benefits office is required to use a copy of the most recent beneficiary form on file and a certified death certificate to submit for payment. The insurance companies will pay out to whomever is listed. If you have remarried or your current beneficiary has died, you need to complete new beneficiary forms as soon as possible!

**Retirement**

All retirement plans (ORP, TCRS) should be contacted directly by the beneficiary to report the employees death and request forms to process any available benefits. The same process should be followed for any Tax Deferred Annuities, such as the 401k or 403b.

*If you file for divorce or legal separation you cannot remove your spouse as beneficiary until the proceedings are final.*

**Unpaid Compensation**

If an employee dies the payroll office will release a check for unpaid compensation, i.e., accumulated sick and annual leave and one months salary to the listed beneficiary. If a beneficiary form has not been completed any benefit up to $10,000 will be paid to the surviving spouse, if no surviving spouse, to the surviving children. Any amount above $10,000 (if no beneficiary is listed) will be paid to the administrator or executor of the estate of the deceased employee as designated by the Probate Court. The payroll office will request an original certified death certificate to process any benefits. Please review policy No: HR0307 for more information.

**Human Resources- 910 Madison Ste. 722**
Unpaid compensation forms (unused annual, sick leave, one months salary)

**Human Resources-Benefits Office 910 Madison Ste. 727**
Life Insurance-Basic term and Optional
TCRS-Tennessee Consolidated Retirement System
ORP-Contact your elected company (TIAA-CREF, ING, VALIC).

**Payroll Office- Hyman bldg. Ste 120**
401k, 457
403b– employees must contact the company directly for official beneficiary change forms.
Welcome to the UT Family!
New Hires

January

Michael Antone
John Bannister
Carol Braithwaite
CherRhonda Brown
Sharmila Chattopadhyay
Jody Crockroft
William Crouse
Chris Crum
Anandh Dhanushkodi
Mayte Figueroa
Alvona Garrett
Sarah Hazelgrove
Priyanka Jani
Venkateswara Rao Nagisetty
Helen Ryan
John Seeberg
Qi Xi

February

Jean Ballweg
Lyle Bohlman
Monica Brown
George Byers
Margaret Carbaugh
James Christian
Alexandria Dean
Panchola Dockery
Marion Donohoe
Cimara Ferreira
Brandi Franklin
Jesse Ingles
Xue Jaing
Christine Kerschbaum
Emin Kuscu
Li Li
Rahul Varma Mudunuri
Osaiyekemwen Okunbor
Marcia Seeberg
Ereka Tamayo
Laurel Wedel
Sam Woods
Yueying Zeng

March

Matthew Anyanwu
Satyaki Banerjee
Vijaya Gudipali
Ashly Hood
LeeAnna Fox Irwin
Vinay Jain
Sunil Jha
Songmei Meng
Charles Miller, Sr
Christopher Neudecker
David Stokes

Human Resources Welcomes Kimberly Quiney

Kimberly Quiney was recently hired as a Sr. Benefits Specialist in the Benefits office. Kimberly’s primary duties are Family and Medical Leave, Sick Leave Bank and Retirement. Kimberly transferred from the SASS as an Administrative Specialist. Kimberly has brought new energy, and ideas to benefits and has proven to be a great asset. Kimberly has acquired the position previously held by Phyllis Hubbard who has been promoted to Insurance Coordinator.