

Tender Care Medical Services, Inc.
Policy & Procedures

Title: Employee Benefits

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Review Date:

Revision Date:

Originating Department: Human Resources Approved By: 

PURPOSE:

In the event the Company chooses to provide Employee Retirement Income Security Act (ERISA) benefits, to list general parameters for employee benefits enrollment eligibility.

POLICY:

All ERISA benefits are governed by the Plan and the provisions of each insurance policy.

All applicable eligibility waiting periods and other provisions must be completed before employees are permitted to participate in employee benefit plans.

All enrollments must be completed through the Company's on-line enrollment websites. In some circumstances (e.g., late enrollment such as the purchase of additional supplemental life) evidence of insurability must also be submitted to the carrier and coverage approved before it is effective.

In the event of separation, active coverage in all welfare benefits will continue through the end of the month in which the separation occurs.

Active deferrals into the 401 (k) retirement plan will end with the final qualified plan compensation.

All applicable payroll deductions will begin with the pay period in which coverage begins and will end with the last paycheck/ end of the separation month.