

To: University of Detroit Mercy Employees

From: Human Resources

Subject: Health Care Credit for 2011-12

Dear Employees,

As part of the open enrollment process, employees who wish to participate in the healthcare credit benefit must submit a new health insurance waiver form and insurance verification letter for fiscal year 2011-12. *Documentation must be submitted to HR no later than Friday, June 17, 2011.*

The healthcare credit is a benefit available to employees who wish to opt-out of the healthcare plans offered by the University. The University will pay up to \$1300 this fiscal year, to be disbursed bi-weekly. The minimum bi-weekly amount that an eligible employee may receive is \$50.

In order to be eligible for this benefit, the employee must be an active full time or full time modified employee as of June 1, 2011. The employee must submit to HR a completed health insurance waiver form and an original signed letter from the health insurance provider or sponsoring employer.

All employees who are currently participating in this benefit for the 2010-11 fiscal year will be dropped effective June 30, 2011. In order, to continue to receive the healthcare credit you must submit new documentation. If you are a new hire as recent as January 1, 2011, you will not need to update your documentation for the health credit benefit. The healthcare credit will only be applied to employee's pay once all documents are received and approved by HR.

The health insurance rates and plan information as well as, the health insurance waiver form are available at <http://www.udmercy.edu/hr/benefits/forms/index.htm>.

For more specific information and questions pertaining to your individual situation, you can email us at hr@udmercy.edu someone will always be happy to assist you with your questions and/or concerns.