



## MBL Summary of Benefits

Employees working 20 or more hours per week are eligible to enroll in the benefit programs on the first of the month following date of hire.

**Medical & Prescription Drug** – The MBL offers medical insurance through Blue Cross Blue Shield of Massachusetts. MBL pays 89% of the employee only coverage and 75% of the employee +1 and family plan coverage.

**Dental Insurance** – The MBL offers dental insurance through Blue Cross Blue Shield of Massachusetts. The MBL pays 100% for employee only coverage. Employees and MBL share the cost of the other tiers.

**Vision Insurance** – The MBL offers a voluntary, employee paid, vision plan through Vision Service Plan.

**Basic Life/AD&D** – The MBL offers Life/AD&D insurance through Sun Life in the amount of two times salary. The MBL pays 100% of the premium.

**Voluntary Life/AD&D Insurance** - The MBL offers voluntary, employee paid, life/AD&D insurance through Sun Life. Coverage also available for spouse and children.

**Short-Term Disability (STD)** – The MBL offers both an employer paid benefit, and the option to purchase voluntary STD insurance through Sun Life. Short-Term Disability covers 60% of pay after a 7-day waiting period.

**Long-Term Disability (LTD)** – The MBL offers Long-Term Disability insurance through Sun Life. LTD covers 60% of pay after 90 days of disability. The MBL pays 100% of the premium.

**Paid Time – Vacation Time** is accrued based on years of service, beginning with 12 days a year.

**Sick Time** accrues 13 sick days/year. **Holidays** – The MBL offers non-union employees 10 paid holidays/year + 2 Floating Holidays. For union employees, 11 paid holidays + 1 Float Holiday.

**Flexible Spending Accounts** – Employees may make pre-tax contributions up to IRS limit for healthcare expenses and for dependent care expenses. The plan is administered by Discovery Benefits.

**Tax Deferred Annuity Plan** – Employees may make pre-tax or after-tax Roth contributions to a TIAA-CREF account up to the IRS yearly limit.

**MBL Retirement Plan** – The MBL contributes 10% of salary to the Retirement Plan to a TIAA-CREF account. Eligibility is two years of service, however service at other government or non-profit institutions may count toward this requirement. Contributions are immediately fully vested.

**Employee Assistance Program (EAP)** – The MBL provides an EAP through E4 Health, which provides free and confidential counseling to employees and family members.