

To: University of Detroit Mercy Employees
From: Human Resources
Subject: Health Care Credit

Dear Employee,

The healthcare credit is a benefit available to employees who wish to opt-out of the medical insurance plans offered by the University. The University will pay up to \$1500 this fiscal year, to be disbursed bi-weekly. The minimum bi-weekly amount that an eligible employee may receive is \$57.70.

In order to be eligible for this benefit, you must be a full-time or full-time modified active employee who is scheduled to work not less than 30 hours per week.

As part of the new-hire and open enrollment process, employees who wish to participate in the healthcare credit benefit must submit current proof of medical coverage to benefits@udmercy.edu. Proof of coverage is documentation from the health insurance provider or sponsoring employer. **(Exception: Id cards are not valid proof of coverage, unless you have Canadian Universal healthcare coverage; Military (Tri-care); or Medicare Parts A&B).**

Medical insurance is a voluntary option and to comply with government regulations anyone opting out of medical insurance coverage must complete medical waiving through Paylocity/Bswift.

All employees who are participating in this benefit for the current fiscal year will be dropped effective June 30. To continue to receive the healthcare credit each year you must submit new documentation. The healthcare credit will only be applied once all documents are received and approved by HR. **There are no retroactive payments.**

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

For more specific information and questions pertaining to your individual situation, you can email us at benefits@udmercy.edu