Get Paid to Go to Your Doctor’s Appointment

Take up to two hours off each month for medical, dental, vision or counseling appointments.

Your specialist is only open until 5:00 p.m. Your child catches a bug at school and needs to see the family doctor. Your teen is getting her braces off next month.

Health issues are stressful enough without worrying about logistics. That’s why the University gives you two hours of time off each month for medical, dental, vision or EAP appointments. You can use the two hours of medical appointment leave for yourself or a family member’s appointment, including travel time to and from the appointment. It’s OK if you have more than two hours of appointments in one month. You can use sick leave once you have exhausted your two hours of medical appointment leave.

Don’t hesitate to use the full two hours each month! Medical appointment leave doesn’t carry over from month to month. It’s there because your health, and that of your family, is a constant priority.
Take Leave When You Need It. Give Leave When You Don’t.

There’s never a convenient time for a health crisis. When you or your immediate family member develops a serious health condition, it’s important that you take the time you need away from work. But what if you’ve already used all of your annual leave and sick time?

That’s where shared leave comes in. Employees with annual leave balances above 40 hours are eligible to donate leave, in half-hour increments, to other employees who need it for medical reasons. It’s a great way for our Vandal community to support each other.

To donate leave to the shared leave pool or to a specific person, fill out the donation form and return it to Benefit Services.

To apply for shared leave, complete the application form and return it to Benefit Services. You must also provide a physician’s documentation of your or your family member’s health condition.

Benefit Services Is Always Here for You.

Don’t let your benefits questions go unanswered. Give us a call, send an email or visit our website.

Phone: 1-208-885-3697

Email: benefits@uidaho.edu

UI Benefits Webpage: www.uidaho.edu/benefits
Commercials are common these days for companies claiming they can save you money on prescription drugs. It's true that using “discount cards" or manufacturer's rebates could lower your out-of-pocket costs. But beware: You might receive improper benefits.

If you're not careful, the discount or rebate could cause you to accumulate expenses toward your deductible and cost-share maximum that you didn't actually pay out of pocket. That counts as insurance fraud.

It’s your responsibility to notify Blue Cross of Idaho when you use a discount card or receive a manufacturer’s rebate for prescription drug expenses. Just call the number on the back of your Blue Cross of Idaho ID card. All claims will be reassessed and your deductible and/or cost-share maximum will be adjusted accordingly.
The University offers a wide range of voluntary benefits so you can customize your coverage to fit your needs.

You pay for voluntary benefits on an after-tax basis through paycheck deductions. No matter how many coverage options you purchase, your paycheck will only show one deduction for voluntary benefits.

Questions? Contact Corestream, our voluntary benefits administrator, at 1-855-952-1600 or visit their website.

- **AFLAC Insurance Policies.** Accident, critical illness and hospital indemnity coverage to give you peace of mind in case the worst happens.

- **Auto and Home Insurance.** Bundle and save! Compare special auto and home coverage rates for University employees through Travelers, Liberty Mutual and MetLife.

- **Discount Shopping.** Check for savings at your favorite stores and restaurants.

- **Legal Services.** Take advantage of our network of thousands of attorneys for estate planning, consumer protection, adoption assistance, traffic tickets and more.

- **Low-Cost Loan Program.** Say no to predatory interest rates and unfair repayment terms. Take a low-cost loan through Kashable with competitive interest rates and automatic paycheck deductions.

- **Pet Insurance.** Veterinary bills are expensive! Protect your best friends and your wallet at the same time.

- **Purchasing and Financing.** Pay for bigger purchases over time through payroll deductions instead of financing. A new refrigerator or a vacation to Hawaii—both count!

- **Identity Theft Protection.** Protect your personal and financial information.
Annual Enrollment Is Almost Here

2022 Annual Enrollment: October 18 – November 2, 2021

Benefits Annual Enrollment is your once-a-year chance to learn about your benefits and make changes to your coverage for 2022.

Here’s what you need to do:

• Watch your email and The Daily Register for important Annual Enrollment announcements and events occurring during the week of October 11.

• Review the Annual Enrollment materials, available on the Annual Enrollment website starting October 18.

• Consider whether your current coverage selections are working for you and your family, or whether you need to make some changes.

• To enroll, re-enroll, change or waive your coverage, log in to VandalWeb > Employee Menu > Benefits > myBenefits.

Need to waive University of Idaho coverage?

If you’ll have medical and prescription drug coverage elsewhere for 2022—for example, through a parent’s or spouse’s medical plan—you can waive University-sponsored coverage.

You must actively choose to waive coverage each year. Waiving coverage is not automatic—even if you waived it for 2021!

Upload proof of other coverage to the myBenefits portal in VandalWeb by January 31, 2022. Proof includes a:

• Copy of your medical ID card from the other plan

• Letter from your spouse’s employer or insurance carrier stating that you’re covered

If you and your spouse are both University of Idaho employees and one of you is waiving coverage, complete your Annual Enrollment event in the myBenefits portal by selecting Waive. Then, email benefits@uidaho.edu.

Just provide your Vandal IDs and your spouse’s name. We’ll take care of the rest.

Proof of other coverage is NOT required if you’re a part-time or non-Board-appointed employee, or if you’re an employee who becomes eligible for medical/prescription drug coverage under the Affordable Care Act.

If you want to contribute to a Health Savings Account (HSA), a Health Care Flexible Spending Account (HCFSA), or a Dependent Care Flexible Spending Account (DCFSA) in 2022, you MUST enroll or re-enroll. HCFSA and DCFSA contribution elections do not roll over automatically.
Thank you for your service! All employees of the University can take military leave for training, drills, short-term deployments and long-term deployments. For policy details, please refer to the Faculty Staff Handbook, section 3710 F.

Here's what to keep in mind before, during and after your military leave:

• Submit a copy of your orders to Benefit Services as soon as you can after receiving them—and BEFORE you go on military leave.

• Submit documentation of your military pay within 90 days of your return. Benefit Services needs this for you to get paid!

• All University employees are eligible for up to 120 hours of paid military leave and up to five years of unpaid military leave.

Email all documentation to benefits@uidaho.edu.
UI Benefit Services

benefits@uidaho.edu
Within Idaho: 1-208-885-3697
Outside Idaho: 1-800-646-6174

UI Benefit Services Staff

- Brandi Terwilliger
  Director
  Human Resources
  brandit@uidaho.edu
  1-208-885-3008

- Shelby Hurn
  Benefits Specialist
  shelby@uidaho.edu
  1-208-885-3012

- Kayla Lantgios
  Benefits Specialist
  kaylae@uidaho.edu
  1-208-885-3080

- Arlette Jameson
  Benefits Specialist
  ajameson@uidaho.edu
  1-208-885-3100

- Kim Ridle
  Benefits Specialist
  kridle@uidaho.edu
  1-208-885-3616

- Mindi Wood
  HR Generalist
  mnwood@uidaho.edu
  1-208-885-3889

Benefits Website

www.uidaho.edu/benefits

- Plan documents for core benefits
- UI education benefit for employees, spouses and dependents
- Retirement resources, information and links
- Register for orientation events
- Access wellness program and employee assistance resources
- Understand leave and time-away-from-work benefits
- Find frequently used forms and FAQs