

Benefit Physician	Policy & Procedure Manual
<b>Health Insurance (Includes Vision)</b>	<ul style="list-style-type: none"> <li>• Eligible first of the month following hire date</li> <li>• Coverage for individual, spouse/domestic partner, and/or unmarried dependent children under 26 years of age</li> </ul>
<b>Dental Insurance</b>	<ul style="list-style-type: none"> <li>• Eligibility for dental coverage the first of the month following 3-months of employment</li> </ul>
<b>Disability Insurance</b>	<ul style="list-style-type: none"> <li>• Eligibility for long-term disability the first of the month following 3-months of employment. Not eligible for LTD benefit payments until 6 months of employment is reached</li> <li>• Employee would be eligible for short-term disability the first of the month following 3-months of employment</li> </ul>
<b>Life Insurance</b>	<ul style="list-style-type: none"> <li>• Eligible first of the month following date of hire</li> <li>• Employee would be eligible for up to \$1,000,000 in life insurance coverage</li> <li>• Eligible for up to \$100,000 in dependent life insurance coverage</li> <li>• Eligible for up to \$350,000 in AD&amp;D coverage</li> <li>• Eligible for up to \$175,000 in dependent AD&amp;D</li> </ul>
<b>Professional Liability Insurance</b>	<ul style="list-style-type: none"> <li>• Health Plan insures resident's liability through the KP Medical Care Program</li> </ul>
<b>Paid Holidays</b> (Nine paid holidays per year)	<ol style="list-style-type: none"> <li>1. New Year's Day</li> <li>2. Martin Luther King Jr. Day</li> <li>3. President's Day</li> <li>4. Memorial Day</li> <li>5. Independence Day</li> <li>6. Labor Day</li> <li>7. Thanksgiving</li> <li>8. Christmas Day</li> <li>9. Floating Eve Holiday (Christmas or New Year's)</li> </ol>
<b>Paid-Time-Off</b>	<ul style="list-style-type: none"> <li>• 0-2 years of employment = 21 days</li> <li>• 3-5 years of employment = 26 days</li> <li>• Can be used for vacation or sick leave</li> </ul>
<b>Continuing Education</b>	<ul style="list-style-type: none"> <li>• Eligible for Education Stipend to attend a conference or purchasing of books, CDs or other educational materials subject to approval by Program Director</li> <li>• Follows KPMAS Tuition Reimbursement Policy (\$3,000 annually)</li> </ul>
<b>Education Leave</b>	<ul style="list-style-type: none"> <li>• 5 days per year for year 2 and 3</li> </ul>
<b>Paid Parking</b>	<ul style="list-style-type: none"> <li>• No cost for parking at inpatient and outpatient training facilities, medical office buildings and hospitals</li> </ul>

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Physician Licensure	<ul style="list-style-type: none"> <li>Residents must be licensed to practice in DC, Maryland and Virginia by 25<sup>th</sup> month of residency</li> <li>Licenses and renewals will be reimbursable (State licensure and DEA licensure)</li> </ul>
Certifications	<ul style="list-style-type: none"> <li>Eligible for any additional certifications that are necessary to complete the residency program</li> <li>Certification will be reimbursed by KPMAS</li> </ul>
USMLE or COMLEX Step 3	<ul style="list-style-type: none"> <li>One-time reimbursement for USMLE Step 3 or COMLEX Level 3 fee upon successful passing of examination</li> </ul>
Military Leave	<ul style="list-style-type: none"> <li>Eligible for military leave</li> </ul>
Bereavement Leave	<ul style="list-style-type: none"> <li>3 days of bereavement leave or 5 days (if over 300 miles)</li> </ul>
Leaves of Absence	<ul style="list-style-type: none"> <li>Eligible per ACGME Institutional Requirements and State's Regulations</li> </ul>
Personal Leave	<ul style="list-style-type: none"> <li>Paid if there is a PTO balance and unpaid after that</li> <li>At the discretion of Program Director</li> </ul>
Unemployment Insurance	<ul style="list-style-type: none"> <li>State Unemployment will be followed</li> </ul>
Employee Assistance Program	<ul style="list-style-type: none"> <li>Confidential, cost-free counseling services <ul style="list-style-type: none"> <li>Alcohol &amp; Drugs</li> <li>Marital difficulties</li> <li>Family crisis</li> <li>Legal &amp; Financial problems</li> <li>Emotional</li> <li>Other</li> </ul> </li> </ul>
Parent Medical Coverage	<ul style="list-style-type: none"> <li>Group Health Plan coverage is available for eligible parents, step-parents, parents-in-law and parents of a domestic partner</li> <li>Eligible first of the month after date requirements are met</li> </ul>
Commuter Choice Program	<ul style="list-style-type: none"> <li>Eligible for program</li> <li>Sets aside tax-free dollars for qualified public transportation</li> </ul>
Dependent Care Plan	<ul style="list-style-type: none"> <li>Eligible for plan participation</li> <li>Contributions of up to \$5,000 pre-tax on an annual basis to pay for eligible dependent care expenses</li> </ul>
Health Care Spending Account	<ul style="list-style-type: none"> <li>Contributions of up to \$2,700 pre-tax for health care related expenses. Health Care Spending Account up to \$2,700</li> </ul>
KPMAS Activity Program	<ul style="list-style-type: none"> <li>Eligible for discounted rates as well as customized packages and other specials on a variety of entertainment venues and events, travel, gifts, products and services</li> </ul>