


<p><b>Name of Policy:</b> Flexible spending account plan</p> <p><b>Policy Number:</b> 3364- 25-37</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent:</b> Chief Human Resources Officer</p> <p><b>Scope:</b> All University of Toledo campuses</p>	 <p><b>Effective date:</b> June 27, 2022</p> <p><b>Original effective date:</b> May 28, 2009</p>						
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(A) Policy statement

The University of Toledo provides flexible spending account plan participation to eligible employees.

(B) Purpose of policy

The policy sets forth eligibility and enrollment procedures.

(C) Procedure

- (1) All regular full time and part time benefited employees who are employed at least fifty percent (.50) FTE may participate in a flexible spending account plan for out of pocket medical expenses and/or dependent care expenses.
- (2) Enrollment may become effective in January or immediate when eligible as long as appropriate documentation is submitted within thirty (30) day of the new hire or qualifying event.
- (3) Employees must elect or re-elect participation annually during the annual open enrollment period.

<p>Approved by:</p> <p><u>/s/</u>  Gregory C. Postel, M.D.  President</p> <p><u>June 27, 2022</u>  Date</p> <p><i>Review/Revision Completed by:</i>  Chief HR Officer, Senior Leadership Team</p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>06-030 Flexible Spending Account Plan (former HSC policy, review date 07/01/2003)</i></li> </ul> <p><b>Initial effective date:</b> May 28, 2009</p> <p><b>Review/revision date:</b> February 12, 2013; February 15, 2019; March 14, 2019; June 27, 2022</p> <p><b>Next review date:</b> June 27, 2025</p>
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