


Name of Policy: Flexible spending account plan. Policy Number: 3364-25-37 Approving Officer: President Responsible Agent: Vice President of Human Resources and Campus Safety Scope: All University of Toledo Campuses		 Original effective date: May 28, 2009	
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy		Reaffirmation of existing policy

(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 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 first of the month after hire, whichever occurs first.
- (3) Enrollment periods will be the month preceding the effective date.
- (4) Employees must elect or re-elect participation annually.

<p>Approved by:</p> <p>/s/ laj Lloyd A. Jacobs, M.D. President</p> <p><u>June 11, 2009</u> Date</p> <p><i>Review/Revision Completed by: Vice President for Human Resources and Campus Safety; Human Resources</i></p>	<p>Policies Superseded by This Policy: <i>06-030 Flexible Spending Account Plan (former Health Science Campus policy, previous review date 07/01/2003)</i></p> <p>Initial effective date: May 28, 2009 Review/Revision Date: Next review date: May 28, 2012</p>
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