


Name of Policy: Flexible spending account plan Policy Number: 3364- 25-37 Approving Officer: President Responsible Agent: Associate Vice President and Chief Human Resources Officer Scope: All University of Toledo Campuses		 Review date: March 14, 2019 Original effective date: May 28, 2009	
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	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 (.05) 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.

<p>Approved by:</p> <p><i>/s/</i> Sharon L. Gaber, PhD. President</p> <p><u>March 14, 2019</u> Date</p> <p><i>Review/Revision Completed by: Associate VP and Chief HR Officer; SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>06-030 Flexible Spending Account Plan (former HSC policy, review date 07/01/2003)</i> <p>Initial effective date: May 28, 2009</p> <p>Review/Revision Date: February 12, 2013; February 15, 2019, March 14, 2019</p> <p>Next review date: March 14, 2022</p>
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