



**Policy Number: 204 OLA**

**Series:** 200 (Teachers)  
**Policy Title:** Full-Time Employee Medical Benefits  
**Effective Date:** May 11, 2016  
**Replaces Policy Dated:** January 7, 2013  
**Version:** 1.2

**1.0 Purpose**

The purpose of this policy is to define the eligibility guidelines regarding employee medical benefits at Our Lady of the Angels School.

**2.0 Applicability**

This applies to all contracted teachers at Our Lady of the Angels School.

**3.0 Policy**

- 3.1 Our Lady of the Angels School will comply with the minimum guidelines of the current policies as well as new policies that are adopted in the future as designated by the Diocese of Harrisburg.
- 3.2 All full-time contracted teachers are eligible to receive coverage under the self-funded Medical Plan of the Diocese of Harrisburg.
- 3.3 Contracted teachers contribute as required by the Diocese from each pay check each year.
- 3.4 Coverage for newly-hired contracted teachers is effective September 1, provided an Application for Enrollment has been received in the Diocesan Office of Financial Administration prior to the effective date. Otherwise, coverage will be effective on the first day of the ensuing month.
- 3.5 Coverage under the Diocesan Medical Plan ends on the last day of the month when employment terminates. An employee who terminates for any reason other than discharge for cause is eligible for continuation of medical coverage for a period of six months provided he/she pays the required premiums on a timely basis.

**4.0 References**

- 4.1 Diocesan Policy No. 4145

*Rev Michael P Reed II*  
Executive Pastor  
Holy Trinity Parish  
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Page	Review or Change Date	Description of Change	Approved By	Scheduled Revision Date
1	May 11, 2016	Three Year Periodic Review	OLA School Board	May 2019