MEMORIAL HERMANN

Don’t Miss Out: Year-End Benefits Reminders

As we wrap up FY25, now is the time to own every moment by making the most of your current Memorial Hermann benefits and preparing for what’s ahead in FY26, which begins July 1, 2025. **Some actions may need your attention before July 1,** so review this list carefully and start the new plan year with confidence.

Medical Plan Tips

- Visit in-network providers to save money throughout the year. Remember, you’ll receive high-quality care at the lowest out-of-pocket cost by using MH Preferred Tier providers.
- Use these **step-by-step directions** to search for providers that participate in the Aetna networks.
    - Also consider how the **new Outside Specialty Tier** in the MH Care Plan impacts your medical provider choices and costs.
    - Because of our robust network of providers and facilities, specialty providers such as Texas Children’s Hospital and MD Anderson Cancer Center are moving to the new Outside Specialty Tier.
    - If services are not available at an MH Preferred facility, you may be able to receive Outside Specialty services at MH Preferred rates, if approved. If you are currently receiving care from an Outside Specialty provider, you may be able to continue care at Basic Tier rates, if approved. For a Continuation of Care Form, please call Aetna Member Services at **800.334.9778.** You will have 90 days from July 1, 2025, to request a Continuation of Care review.
- Remember: If you’ve incurred costs against your FY25 annual deductibles, it may mean care you receive at the end of FY25 may cost you less out of pocket than care you receive early in FY26. Consider this as you plan upcoming appointments.

Schedule a Preventive Exam in FY25 to Earn Your $600 Employee Health Credit for FY26

If you receive one of any number of **approved preventive care diagnostics**, including wellness visits and certain screenings, you can earn a $600 Employee Health Credit for the next fiscal year.

To receive a $600 discount on your FY26 medical insurance premiums, you (and your spouse, if enrolled) must complete a preventive care visit by **June 30, 2025.**

- **Learn how to earn your Employee Health Credit.**
- Check the status of your Employee Health Credit for FY26 in **Workday** by following these steps:
  - In the top right corner of your Workday home page, click your Profile Icon (your picture) > View Profile. Your Worker Profile page will display.
  - Click the Benefits tab inside the blue box on the left side of the screen.
  - At the top of the page, click the View Worker Health Credit tab to verify whether you and/or your enrolled spouse have met the requirements to receive the FY26 Employee Health Credit.
  - For additional information about the Employee Health Credit, go to *all***HR**.

Check Your Flexible Spending Account (FSA) Balance

You have until Sept. 15, 2025, to incur any **eligible FSA expenses.** Claims for FY25 must be submitted by Sept. 30, 2025. If you enrolled in an FSA for FY26, your current card will remain valid.

File FY25 Group Accident and Critical Illness Insurance Claims

If you had Group Accident or Critical Illness Insurance coverage in FY25, you have 12 months from the date of a covered accident or diagnosis to submit a claim to MetLife. Visit **metlife.com/mybenefits** or call MetLife at **800.438.6388** with any questions.

Beginning July 1, Voya Financial will take over administration of these plans. Visit the **Voyantary Health Plans page on www.yourMHbenefits.com** for details and Voya contact information.

Update Your Beneficiary Information

Visit **Workday** to review and update your beneficiary information. You can designate both primary and contingent beneficiaries and assign the percentages they will receive from your Life and Accidental Death and Disability (AD&D) insurance. Having up-to-date beneficiary information on file will save your loved ones time and possibly money at a time when they may need it most.

Check Your Paid Time Off (PTO) Balances

The maximum amount of PTO you can carry over into the next Fiscal Year is 240 hours. Any PTO that remains above 240 hours will be forfeited on July 12 (the final day of the last FY25 pay period). If you are unable to use your excess PTO by July 12, you may donate it.

- To donate PTO hours to the Partners in Caring Catastrophic Illness Bank, complete the Partners in Caring **donation form** and submit it by June 30.
- If you would like to donate PTO hours to the 2025 Employee Campaign, please visit **Workday** and select the Employee Campaign PTO Donation link between **May 19 and May 30.** The impact of your gift is extraordinary; you're supporting programs and services that will benefit countless employees, patients and community members.

Use PTO Purchased in FY25 by June 28, 2025

FY25 Purchased PTO can be used only after all other PTO is exhausted. If you have unused purchased PTO, you will receive a payout of the purchased PTO in your July 3, 2025, paycheck.

Use Personal and Spiritual Holidays by July 12, 2025

With your manager's approval, plan to use your FY25 personal holidays (PHO) and spiritual holiday (SHO) by July 12, the last day of the final pay period of FY25. The "use-it-or-lose-it" rule applies, so you will forfeit any holidays not used by July 12.

You can review your current time off balance in Workday > Menu > Time Off > Available Balance as of Today.