



Year-End Benefits Reminders

As we wrap up FY26, now is the time to own every moment by making the most of your current Memorial Hermann benefits and preparing for what's ahead. **Some actions may need your attention before FY27 begins on 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 for a lower out-of-pocket cost by using MH Preferred Tier providers. [Click here](#) to search providers who participate in the Aetna networks.
- **Reminder:** Eligible spouses and dependents (18+) enrolled in Memorial Hermann medical coverage can use our Employee Medical Clinics for convenient, no-cost care.
- **Support for your growing family:** The Memorial Hermann Maternity Experience Program offers personalized and comprehensive support empowered by cutting-edge technology, for growing families—from preconception through postpartum.

Check Your Flexible Spending Account (FSA) Balance

You have until Sept. 15, 2026, to incur any [eligible FSA expenses](#). Claims for FY26 must be submitted by Sept. 30, 2026. If you enrolled in an FSA for FY27, your current card will remain valid.

File FY26 Accident and Critical Illness Insurance Claims

If you had Accident, Critical Illness and/or Hospital Indemnity Insurance coverage in FY26, you have 12 months from the date of a covered accident or diagnosis to submit a claim to Voya Financial. Visit the [Voluntary 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 beneficiary(ies) and assign the percentages

they will receive from your Life and Accidental Death and Disability (AD&D) insurance.

For Fidelity retirement plans, beneficiaries can be updated on [Netbenefits.com](https://www.netbenefits.com).

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.

If Needed, Submit Evidence of Insurability (EOI)

If required, submit your Evidence of Insurability (EOI) for your supplemental and dependent life and AD&D coverage. Your coverage will not take effect until the EOI has been submitted and approved.

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. If you are unable to use your excess PTO, you may take time off between now and July 11, 2026, with the approval of your manager or donate it to the Partners in Caring Catastrophic Illness Bank by completing and submitting the Partners in Caring [donation form](#) by June 30.

Use Purchased PTO by June 30, 2026

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 first paycheck of FY27.

Use Personal and Spiritual Holidays by July 11, 2026

With your manager's approval, plan to use your FY26 personal holidays (PHO) and spiritual holiday (SHO) by July 11, the last day of the final pay period of FY26. The "use-it-or-lose-it" rule applies, so you will forfeit any holidays not used by July 11.

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

For benefit related questions, please contact HR Shared Services by email at HRSS@memorialhermann.org or by phone at 713.456.MHHR (6447).