

PTO Benefits

Holiday Schedule

Holiday	Date Observed
New Years Day	Monday, January 1
Memorial Dal	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Thanksgiving	Thursday, November 28
Christmas	Wednesday, December 25

- Paid holidays are available immediately for eligible full time employees.
- Employees working less than 40 hours per week are not eligible for holiday pay.

Paid Time Off

New Employees: After 90 days of employment, PTO and/or PSL will be made available to eligible full time employees.

Existing Employees: After the employee's first year of employment 17 PTO days will be made available on either a frontload or accrual basis.

Greater lengths of service gives eligible employees the option for more PTO days per calendar year, which will be made available to eligible employees as an inducement for future service. After receiving 17 PTO days for four years consecutively, an increased PTO amount of 22 days will be made available.

Eligible employees may accrue PSL according to state/local requirements.

ADP Employee Benefit Call Center

Contact the **ADP BENEFIT SERVICE CALL CENTER** to learn more about the benefits available to you.

855.547.8508

MyLifeAdvisor@ADP.com

Hours of Operation:

8:00AM - 11:30PM (EST)

5:00AM - 8:30PM (PST)



A more human resource.™

PROVIDES SERVICE AND SUPPORT FOR:

- **General ADP Portal Questions.** Registration, login, password reset, navigating the portal, interpreting system error messages, mobile solution support, and updating personal info.
- **Payroll.** Accessing your pay statement, time and attendance assistance, requesting PTO, and direct deposit and tax withholding info.
- **Benefits.** New hire enrollment, adding/deleting coverage due to change of status, obtaining a duplicate ID card, filing claims, leave of absence, and answering Employee Handbook questions.



CROSSCOUNTRY MORTGAGE®

BENEFITS OVERVIEW

Health Benefits

Medical. HSA. Dental. Vision.

Financial Benefits

FSA. 401(k) Savings Plan.

Unum Benefits

Company Provided. Voluntary Products.

PTO Benefits

Holidays. Vacation. Personal.

CROSSCOUNTRY MORTGAGE, LLC
2160 Superior Ave E • Cleveland, OH 44114
NMLS3029
CrossCountryMortgage.com



EQUAL HOUSING OPPORTUNITY
NMLS3029 (www.nmlsconsumeraccess.org)

MyCrossCountryBenefits.com

Health Benefits

CrossCountry Mortgage employees working 30 hours or more per week are eligible to enroll in medical, dental, vision, FSA, and HSA plans the first of the month following their hire date.

Our medical plans are available to you through Anthem BlueCross BlueShield, Kaiser Permanente (California), and HMSA (Hawaii)

Medical Insurance

In-network preventative care for all plans is paid at 100%

- **PLATINUM PLAN (Anthem):**
\$500/\$1,000 deductible; 10% co-insurance
- **GOLD PLAN (Anthem):**
\$1,500/\$3,000 deductible; 20% co-insurance
- **SILVER PLAN (Anthem):**
\$3,000/\$6,000 deductible; 20% co-insurance
- **BRONZE HSA PLAN (Anthem):**
\$5,000/\$10,000 all services to the deductible **Health Savings Account (HSA)**. If you choose the Bronze plan, you may choose to make an HSA contribution up to the IRS limitations. CrossCountry Mortgage will contribute up to \$1,000 per year to the HSA and match any employee contribution up to \$1,000 per year.

Dental & Vision Insurance

Dental - Anthem

- \$50/150 deductible; \$2,000 per person annual limit

Vision - Anthem

- \$10 exam; \$20 lenses, contact lenses, and frames

Financial Benefits

FSA (Flexible Spending Account)

This pre-tax benefit allows eligible employees to set aside specific funds for unreimbursed expenses. If you have predictable out-of-pocket expenses, you may want to consider opening an FSA.

- **Medical FSA:** Can be elected if you are NOT participating in a high deductible plan and can be used for eligible medical, dental, Rx, vision, and orthodontia expenses.
- **Limited Medical FSA:** Can be elected if you ARE participating in a high deductible plan, such as the Bronze plan, and can be used for eligible dental, orthodontia, and vision expenses.
- **Dependent Care Account:** Can be used for custodial expenses for a claimed dependent.

401(K) Savings Plan

- **Eligibility:** Employees are eligible to participate in the plan the 1st of the month following hire date.
- **Company Match:** Your employer may make contributions that are based on the amount of employee eligible pre-tax contributions that you elect to contribute. These matching contributions will be a discretionary amount calculated annually on plan year compensation to be determined by the Employer each plan year.
- Eligibility to receive the annual employer matching contribution requires the employee to be active on the last day of the plan year.
- **Free Financial Advisors: 800.547.7754**

We encourage all employees to take advantage of this financial benefit provided by Principal Financial.

UNUM Benefits

Basic Life Insurance and Accidental Death and Dismemberment (AD&D)

- **Eligibility:** Available to all employees working 40 hours per week. Eligible employees are automatically enrolled in these coverages.
- \$10,000 in Basic Life AD&D Insurance is provided by CrossCountry Mortgage.

Short-Term Disability

- **Eligibility:** Available to all employees working 40 hours per week.
- **Elimination Period:** Benefit elimination period is 14 days, and then is equal to 60% of your weekly salary up to \$2,000/per week.

Voluntary Products

Employees working 30 hours or more per week can elect to purchase the following benefits during their new hire enrollment period:

- Life Insurance
- Critical Illness
- Accident
- Long-Term Disability
- Whole Life
- Hospital Indemnity

