

Subject: Welcome to the Team! | Overview of Your Benefits and Leave

Dear [employee name],

Congratulations on joining us! We are thrilled to have you on board. As part of your onboarding process, I want to provide you with a clear overview of the healthcare benefits and leave policies available to you as an employee.

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## Healthcare Benefits Overview

Our comprehensive healthcare program is designed to support the well-being of you and your family.

### Eligibility and Enrollment

- **Waiting Period:** Benefits begin on the first day of the month following **30 days** of employment.
- **Deadline:** You must complete your enrollment through the benefits portal within **30 days** of your hire date.
- **Dependents:** Eligible dependents include your legal spouse or domestic partner and children up to age 26.

### Medical Plan Options

We offer three medical plans through BlueCross BlueShield:

- **Platinum PPO:** Best for comprehensive coverage with low out-of-pocket costs (\$500 individual deductible).
- **Gold PPO:** Balanced coverage and costs (\$1,500 individual deductible).
- **HDHP with HSA:** Lower premiums with a Health Savings Account. The company contributes **\$1,000 (individual)** or **\$2,000 (family)** annually to your HSA.

### Additional Coverage

- **Dental:** \$2,000 annual maximum benefit per person.

- **Vision:** Includes an eye exam every 12 months (\$10 copay) and a \$150 frame allowance every 24 months.
- **Life & Disability:** The company provides basic life insurance (1x salary) and short/long-term disability coverage at **no cost to you**.

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## Vacation and Sick Leave

We believe in a healthy work-life balance and provide paid time off for rest and recovery.

### Sick Leave

- **Allotment:** You receive **80 hours (2 weeks)** of paid sick leave annually.
- **Accrual:** This begins accruing from your very first day of employment.
- **Usage:** Can be used for personal illness, medical appointments, or caring for immediate family.
- **Rollover:** You may roll over up to **40 hours** of unused sick leave per year.

### Vacation Leave

- **Allotment:** You receive **80 hours (2 weeks)** of paid vacation leave annually.
- **Waiting Period:** Vacation time begins accruing after **90 days** of employment.
- **Requests:** Please submit requests via the HR portal at least **two weeks in advance**.
- **Rollover:** You may carry over up to **40 hours** of unused vacation to the following year.

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## Other Leave Programs

- **Volunteer Time Off (VTO):** You are eligible for **16 hours** of paid volunteer time annually to support approved non-profit organizations.

Welcome again to the team! If you have any questions regarding these benefits, please feel free to reach out to the Benefits Help Desk at **benefitshelp@company.com**.

Best regards,

[Your Name]

HR Manager

**Would you like me to draft a summary of the 30-60-90 day performance milestones for this employee as well?**