Employees:

Policy Manual Changes: Effective date 7/1/2017

**Benefits - Benefits listed on Page 40-41.**

Benefits eligibility has changed.

**Lay Employees:**

- **Health Ins.** Employee must work 30+ hours per week annually.
- **Dental Ins.** Employees must work 20+ hours per week annually.
- **Vision Ins.** Employees must work 20+ hours per week annually.
- **Life Ins.** Employees must work 20+ hours per week annually.
- **Retirement** Employees must work 20+ hours per week annually.
- **Disability** Employees must work 30+ hours per week.
- **AFLAC:** Available to all employees

If you have any questions please speak with your office administrator.

**The above list of eligibility requirements is effective as of July 1, 2017.**

Diocese of Great Falls-Billings