

BENEFIT SUMMARY SHEET

This list gives an overview of our organization’s benefits. More detail on each benefit can be found in the Employee Benefit Guide or on Incyte Central under HR>Employee Benefits. All benefits are optional. Domestic Partner coverage is available, and the premiums are deducted after taxes to the employee. Contact HR with any questions, hr@incdx.com.

New Hire/Status Change: All benefits begin on the first of the month on or following 30 days of employment or the first of the month after a status change.

OPEN ENROLLMENT: NOVEMBER FOR JANUARY 1ST START DATE

MEDICAL – Premera HSA 1600 Plan				Full Time, Part Time
<p>The HSA medical has a \$1,600 deductible. If enrolled in this medical plan you are able to contribute pre-tax dollars up to \$4,150 individually or \$8,300 per family for 2024. You can change your contribution as often as you would like throughout the year. The catch-up amount for those 55+ is \$1,000.</p> <p>Incyte will contribute \$80 per month towards your HSA account, this amount is discretionary.</p> <p>If you participate in any form of Medicare you are not eligible to participate or receive any HSA contributions. A \$100/month spousal surcharge may apply.</p> <p>Accounts will be canceled if unable to activate after 90 days.</p>				
Employee Only \$60.00 per month	EE + SP \$400.00 per month	EE + Child(ren) \$290.00 per month	EE + Family \$600.00 per month	
MEDICAL – Premera HRA Plan				Full Time, Part Time
<p>The Health Reimbursement Account (HRA) has a \$2,000 deductible. You can be reimbursed for the second \$1,000 of the \$2,000 deductible if it is met within the benefit year. This plan also has prescription and limited vision coverage. A \$100/month spousal surcharge may apply.</p>				
Employee Only \$220.00 per month	EE + SP \$550.00 per month	EE + Child(ren) \$420.00 per month	EE + Family \$750.00 per month	
FLEXIBLE SPENDING ACCOUNT – Peak1				Full Time, Part Time
<p>The FSA allows you to set aside pre-tax dollars for eligible medical, dental, and vision expenses for you and your dependents, even if they are not covered under your primary health plan. You choose an annual election amount, up to \$3,200. If you are enrolled in the HRA medical plan you can use the FSA for medical expenses. If you are enrolled in the HSA 1600 medical plan you can enroll in the Limited Purpose FSA and use funds for Dental and Vision expenses. This plan allows you to rollover up to \$640 to the next year.</p>				
DEPENDENT CARE FSA – Peak1				Full Time, Part Time
<p>A dependent care FSA is a flexible spending account that allows you to set aside pre-tax dollars for dependent care expenses, such as daycare, that allow you to work or look for work. You choose an annual election amount, up to \$5,000 per family. The money is placed in your account via payroll deduction, in equal installments, and then used to pay for eligible dependent care expenses incurred during the plan year.</p>				
DENTAL – Delta Dental of Washington				Full Time, Part Time
Large provider network. Annual maximum of \$2,000.				
Employee Only Employer Paid	EE + Spouse \$63.04 per month	EE + Child(ren) \$68.87 per month	EE + Spouse + Child(ren) \$132.38 per month	

DENTAL – Willamette Dental (Buy-Up Option)			Full Time, Part Time
You must use a Willamette location for your care. No annual maximum. Offers Orthodontia coverage.			
Employee Only \$14.26 per month	EE + Spouse \$88.46 per month	EE + Child(ren) \$94.31 per month	EE + Spouse + Child(ren) \$162.11 per month
VISION – VSP			Full Time, Part Time
Once enrolled you must stay enrolled for a minimum of 2 years.			
Employee Only \$7.98 per month	EE + Spouse \$12.77 per month	EE + Child(ren) \$13.04 per month	EE + Spouse + Child(ren) \$21.02 per month
98point6			Full Time, Part Time
Enrolled in an Incyte medical plan	Primary doctor visit via the phone app.		
Long Term Disability (LTD) – UNUM			Full Time, Part Time
Employee Only	Employer Paid. 60 day waiting period for eligibility		
Term Life Insurance and AD&D – UNUM			Full Time, Part Time
Employee, Spouse/Domestic Partner, and Child(ren)	Employee: \$10k-500k, Spouse/DP: \$5k-500k, Child(ren): \$2k-10k Guarantee Issue: EE - \$110,000, SP - \$25,000		
Critical Illness Insurance – UNUM			Full Time, Part Time
Employee, Spouse/Domestic Partner, and Child(ren)	\$10,000, \$20,000 or \$30,000 in coverage for employees. 50% coverage can be elected for spouse. Children are included in employee coverage		
Accident Insurance – UNUM			Full Time, Part Time
Employee, Spouse/Domestic Partner, and Child(ren)	Accident Insurance can pay money directly to you if you get hurt and need medical attention. The amount is based on your specific injury and treatment. It covers things like ER treatment, fractures, stitches and more		
Hospital Insurance – UNUM			Full Time, Part Time
Employee, Spouse/Domestic Partner, and Child(ren)	Hospital Insurance can pay you a benefit when you're admitted to the hospital for a covered injury or illness. It can help with the out-of-pocket expenses medical insurance may not cover, such as co-pays and deductibles		
Short Term Disability – UNUM			Full Time, Part Time
Employee Only	Short Term Disability Insurance replaces part of your weekly income if you can't work because of a covered injury, illness, or childbirth. Available for all ID & MT employees or OR/WA employees who make \$130,000+		
Acentra – EAP and Mental Health Counseling			Full Time, Part Time
Employee eligible for benefits and Members of their Household	Employer Paid	Teletherapy is available 24/7/365 via phone, text, or video chat. Also available are Financial Consultations, Legal Consultations, Personal Assistance, Medical Advocacy.	
Employee Assistance Program (EAP) – UNUM			Full Time, Part Time
Employee and Members of their Household	Employer Paid	Up to 3 free counseling sessions per year - per issue, legal guidance, elderly care advice, etc... Extensive resource library, travel, and estate planning assistance.	

Cell Phone/Internet		Full Time
Employee (supervisor approval required)	\$50 per month (pro-rated based on FTE)	Those needing to access work related emails or documents on a regular basis outside the office, via cell phone or those that work from home.
Tuition Reimbursements		Full Time
Staff Level Employees	See Policy on Incyte Central.	
Pet Insurance Discount		Full Time, Part Time
All Employees	See Flyers on Incyte Central.	
Scrubs Allowance		Full Time, Part Time
Laboratory Employees	Incyte may reimburse employees 50% of their cost up to \$75.00 each year. Supervisor approval required.	
Professional Memberships and Conference Reimbursement		Full Time, Part Time
All Employees	70 % of the Membership costs	For the membership to be covered under this policy it needs to be used for your position.
Professional Conferences	All inclusive	See your department Supervisor
Public Transportation		Full Time, Part Time
Employee	Available after 90 days of employment	
Lab Work		Full Time, Part Time
All charges for Incyte Diagnostics lab work performed for you and your dependents will be billed to the appropriate insurance. Balances after insurance payments will be written off by sending your invoice to billingquestions@incdx.com .		
Gym Membership Discounts		Full Time, Part Time
YMCA Snap Fitness MUV Fitness	50% of joiner fees and 10% off monthly dues – Spokane Only \$25 Enrollment, \$5 off Single and \$10 off joint memberships – Spokane Only MUV Fitness - \$0 joiner fee and \$24/month – Spokane and Everett	
RETIREMENT 401(k) Profit Sharing Plan – Randall and Hurley		All Employees
Employees can contribute pre-tax or post-tax funds up to IRS statutory limits	Employer Contribution: Incyte will contribute a minimum of 4% each pay period for all eligible employees.	
Eligibility: First of the month following date of hire Automatic Enrollment: All employees will be automatically enrolled at 3%. Contribution amount can be changed, stopped, or started at any time.	Employer Contribution Eligibility: 1000 hours of service and 1 year of service	
	Rollover: Allowed immediately upon hire. You may roll your money from another retirement plan into our plan.	

Leave & Holiday		Full Time, Part Time	
Jury Duty Bereavement 6 Paid Holidays – pro-rated for PT employees Floating Holidays	Up to 4 weeks paid Up to 3 days paid New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day Up to 3 Floating Holidays per calendar year pro-rated based on hire date and FTE (use it or lose it)		
Personal Time Off (PTO) for Exempt Employees			Full Time, Part Time
Length of Service	Accrual Rate (per check)	Annual Accrual	Max Accrual / Max Carryover
Hire – 1 year	4.62 hrs	15 days (120 hrs)	15 days (120 hrs) / Same
1 – 5 years	6.15 hrs	20 days (160 hrs)	30 days (240 hrs) / 200 hrs
6 – 10 years	7.69 hrs	25 days (200 hrs)	35 days (280 hrs) / 200 hrs
11 + years	9.23 hrs	30 days (240 hrs)	40 days (320 hrs) / 200 hrs
You are not able to use your accrued PTO until you have been employed with Incyte for 90 days. Accruals and maximums are based on full-time status and will be prorated for part-time employees. You may cash out your PTO bank when you leave the organization so long as you give appropriate notice/leave in good standing.			
Vacation and Sick (PSSL) Leave for Non-Exempt Employees			Full Time, Part Time
Length of Service	Vacation Accrual Rate (per 80 hrs worked)	Annual Vacation Accrual	Max Vacation Accrual / Max Carryover
Hire – 1 year	2.77 hrs	9 days (72 hrs)	10 days (80 hrs) / Same
1 – 5 years	4.31 hrs	14 days (112 hrs)	20 days (160 hrs) / Same
6 – 10 years	5.85 hrs	19 days (152 hrs)	25 days (200 hrs) / 160 hrs
11 + years	7.38 hrs	24 days (192 hrs)	30 days (240 hrs) / 160 hrs
You are not able to use your accrued Time Off until you have been employed with Incyte for 90 days. Accruals and maximums are based on full-time status and will be prorated for part-time employees. You may cash out your vacation bank when you leave the organization so long as you give appropriate notice/leave in good standing.			
Length of Service	Sick Accrual Rate (per check)	Annual Sick Accrual	Max Sick Accrual
Effective at hire	1 hr for every 30 hrs (OR) or 40 hrs (ID, MT, & WA) worked	Varies based on hours worked	Varies based on hours worked
Compassionate Leave			Full Time, Part Time
Employee	TBD	See employee handbook for all requirements	
Evaluations			Full Time, Part Time
6 months	You will receive your first evaluation after 6 months as a new employee or in a new role/position.		
Annual	Reviews are conducted annually on or around your hire date		