

Family Care Reimbursement Program

Effective January 1, 2019
Approved Date: June 1, 2022
Approved by: Pam Bjerke

Purpose: Stearns Financial Services, Inc. offers a Child Expense, Elder Care, Student Loan Reimbursement, and Pet Expense Reimbursement Program to financially assist team members and their families by reimbursing approved expenses for qualified children, parents, and pets, at a discretionary annual amount.

Eligibility:

- Team Members must work at least 20 hours per week
- Eligible expenses must be incurred following the first day of employment
- Team Members who work less than 40 hours a week will be eligible for a pro-rated amount

Child Expense Reimbursement Program

Stearns Financial Services, Inc. offers the Child Expense Reimbursement Program to help team members and their families by reimbursing certain child [dependent] expenses.

Qualified dependent is defined as one who is under the age of twenty-six (26) and could be considered a dependent on an employee's tax return.

Note: This program is in addition to our Flexible Spending Account [FSA].

Examples of eligible expenses include, but are not limited to:

- a) Childcare costs.
- b) After school camps.
- c) Summer camps.
- d) Educational programs.
- e) School activity fees.
- f) Tuition costs.
- g) Out of pocket costs relating to Infertility treatment or medication.
- h) Costs relating to fees relating to surrogacy, adoption or foster care.
- i) Up to three days supplemental sick leave (please see supplemental sick leave program below).

Please see HR Forms Library for entire listing of eligible/ineligible child expenses.

Elder Care Expense Reimbursement Program

Stearns Financial Services, Inc. offers the Elder Care Reimbursement Program to help team members and their families by reimbursing certain expenses relating to elder care.

Qualified elder is defined as:

A biological, adoptive, step, foster mother or father, mother in law, or father in law, where the team member has been approved for FMLA to care for the parent, AND/OR, where the parent is transitioning or currently in an assisted living or nursing home facility.

Examples of eligible expenses include, but are not limited to:

- j) Mileage reimbursement at the federal rate to transport parent to/from appointments, trips to help meet the basic needs of parent, or to provide emotional support to a parent receiving end of life care.
- k) Flight costs (up to \$1000 annually) to transport parent to/from appointments, trips to help meet the basic needs of parent, or to provide emotional support to a parent receiving end of life care.
- l) Meal reimbursement (up to \$15 for breakfast, \$15 for lunch, & \$20 for dinner) or lodging, (up to \$120 per night) for team member expenses relating to trips needed to care for parent or to provide emotional support to parent receiving end of life care.
- m) Reimbursement for housing, adult day care, funeral, and/or medical expenses for parent, should there be no immediately available estate, retirement, or other funds by parent to pay related expenses. Team members will be required to sign a written statement confirming there are no other funds available to pay for expenses.

Please see HR Forms Library for entire listing of eligible/ineligible elder care expenses.

Student Loan Payment Reimbursement Program

Stearns Financial Services, Inc. offers team members to utilize the Family Care Program for reimbursement of student loan debt payments.

Qualified expenses are defined as:

- a) College loan debt from an accredited institution incurred by the team member
** The Family Care Program may still be used as a tool to student tuition fees for dependents of team members through the Child Expense Reimbursement Program.
- b) Payment is made during the current program year. See current year's payroll schedule for dates and deadlines.

Expenses for Family Care Reimbursement Program

- a) Expenses will be reimbursed at the end of each quarter [March, June, September, and December]. The maximum quarterly benefit is 25% of the team member's annual maximum benefit.
- b) Human Resources will communicate deadlines and processes for submitting documentation and the proof of expenses required for reimbursement.
- c) Employee must submit an expense reimbursement claim through Concur to be considered for reimbursement.

- d) Reimbursements will be processed through payroll and will be subject to ordinary deductions and tax withholding at the supplemental withholding rate.
- e) The date of payment is considered the 'service date' and will be used in determining what year your reimbursement qualifies (i.e. if you enroll your child in a basketball program that goes from November 2019 through February 2020, but you make the payment on October 15th 2019 you must claim the expense for reimbursement by the 4th quarter 2019 deadline).
- f) This benefit will reset each year and unused dollars will not be carried over.
- g) Unused balances will not be paid out at time of retirement or termination of employment.
- h) Expenses must be submitted within 30 day of team members last day of employment.
- i) Expenses must be incurred prior to separation date.
- j) The maximum annual benefit is the aggregate total available for all care whether provided for child care, elder care, student loan repayment, or any combination thereof.
- k) In cases where a married couple or individuals who are employed by the company with shared child expenses and/or elder expenses, the maximum combined reimbursement will be two times the annual amount.

Supplemental Sick Leave Program

Team Members are eligible for reimbursement for up to 3 additional sick leave days through the Family Care Reimbursement Program. The leave will be awarded to the team members for leave relating to qualified children or parents under the Family Care Reimbursement Program.

Sick leave will be awarded when the team members current sick leave allotment for the current calendar year has been exhausted. These days may be used specifically to care for qualified children or parents based on the sick leave policy approval criteria, as indicated below:

- a) to attend a medical, dental, optical or other health care appointment of an immediate family member that cannot be scheduled outside of work hours;
- b) due to disease or illness of, or injury to, an immediate family member of the employee that necessitates care and attendance that can only be provided by the employee;
- c) due to domestic abuse, sexual assault or stalking, provided the leave is to allow all persons to whom this policy applies to obtain medical attention, victim services, counseling, relocation, legal services or remedies for themselves or a family member.

Supplemental sick leave pay will not accrue toward, and is in addition to the annual Family Care Reimbursement limit.

Pet Expense Reimbursement

Stearns Financial Services, Inc. offers the Pet Expense Reimbursement Program to help team members and their families by reimbursing certain pet expenses.

Qualified pet is defined as a family pet.

Examples of eligible expenses include, but are not limited to:

Expense

- Pet Insurance Premiums
- Boarding / Pet Sitting Expense
- Pet Walker
- Grooming Fees
- Cremation or similar services
- Training/Obedience Classes
- Animal Competition/Show Entrance Fees
- Animal Microchipping
- Veterinary Wellness Plan
- Adoption fee - example Humane Society **Cap at \$500 per year per pet.
or other non-profit agencies

Please see HR Forms Library for entire listing of eligible/ineligible pet expenses.