



**MICHIGAN
CATHOLIC**
C O N F E R E N C E

To: Benefit Eligible Employees

From: Mary Beth Morgan
Manager, Employee Benefits Department

Date: October 6, 2021

Subject: Open Enrollment 2022

Dear Benefit Eligible Employee,

Welcome to Open Enrollment 2022! Open Enrollment is your annual opportunity to review your benefit plan options and make changes for the upcoming year. It is the only time you may change your benefit elections and change covered dependents without a qualifying event. It is also the time to enroll in the Health Care and Dependent Care Flexible Spending Accounts for next year.

Open Enrollment 2022 **begins on Friday, October 15, 2021, and runs through 5 pm, Thursday, November 4, 2021.** Elections made during Open Enrollment go into effect January 1, 2022. You may enroll online through Employee Self-Serve (ESS) or call a benefits coordinator in the MCC Employee Benefits Department. If you choose to enroll online be sure to validate your ESS login and password before October 15 by visiting www.micatholic.org/ess.

The enclosed brochure provides important information about this year's Open Enrollment, including new voluntary benefit offerings from Unum and the requirement to actively elect your benefits for 2022. Please visit the Open Enrollment Benefits Hub at www.micatholic.org/OpenEnrollment for more useful information and tools. When you are ready to enroll you may access Employee Self-Serve (ESS) directly from the Open Enrollment Benefits Hub.

Remember, all lay employees are required to actively elect their benefits for 2022. Your medical plan enrollment may be affected if you fail to enroll. Enrollment in Flexible Spending Accounts is required each year.

Please be aware, some employers do not offer all MCC benefit programs. Be sure to check with your employer about the MCC plans available to you and for any employee contribution amounts.

The MCC Benefits Team is here to help you. Enrollment assistance, questions regarding employee benefits for the forthcoming plan year, and requests for paper copies of federally mandated notices may be directed to the MCC Benefits Team at benefits@micatholic.org or 1-800-395-5565.

Thank you.