

# Cengage Learning

## 2016 Benefits Summary

### BENEFITS ELIGIBILITY

- You are eligible for most benefits on your date of hire if you are a regular employee scheduled to work 30 or more hours per week
- You may enroll your eligible dependents in many plans. Eligible dependents for most health plans include your spouse/domestic partner and children up to age 26, such as:
  - Stepchildren
  - Adopted children and grandchildren
  - Children for whom you or your spouse is legal guardian
  - Children of domestic partners

### STAY HEALTHY

Three levels of health care coverage are available: Employee Only, Employee + One and Employee + Family

### MEDICAL

- You have a choice of four medical plan options, which offer a range of benefit levels, contribution amounts and out-of-pocket costs to meet your needs
- All four options provide 100% coverage for in-network preventive medical care
- The High Deductible Health Plan option includes a Health Savings Account with Company funding
- Retail pharmacy and home delivery prescription drug coverage is provided as part of each plan

### DENTAL

- You have a choice of three dental plan options, which offer a range of benefit levels, contribution amounts and out-of-pocket costs to meet your needs
- All three options provide 100% coverage for in-network preventive dental care and two offer orthodontia benefits

### VISION

- You receive a basic eye exam and national discounts on frames and lenses through your medical plan
- You may also enroll for more comprehensive vision coverage through the Vision Service Plan® (VSP)

### FLEXIBLE SPENDING ACCOUNTS (FSAs)

- You may enroll to set aside pre-tax dollars to pay for eligible health and dependent day care expenses
- You can contribute up to \$2,550 to a Health Care and up to \$5,000 to a Dependent Day Care reimbursement account in 2016



## **INCREASE YOUR FINANCIAL SECURITY**

### **SHORT-TERM DISABILITY (STD)**

- You automatically receive Company-paid STD coverage for up to 25 weeks for an approved disability after a seven-day waiting period
- Employees with less than five years of service receive 80% pay replacement
- Employees with more than five years of service receive 100% pay replacement for six weeks, then 80% pay replacement thereafter

### **LONG-TERM DISABILITY (LTD)**

- You automatically receive Company-paid LTD coverage of 50% of pay for an approved disability, up to a \$10,000 maximum monthly benefit, after 26 weeks of Short-Term Disability
- You may purchase additional LTD coverage that will increase your total LTD benefit to 60% of pay, up to a \$10,000 monthly maximum

### **LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)**

- You receive Company-paid Basic Life and AD&D coverage of 1x pay, up to a \$400,000 maximum benefit
- You may purchase supplemental coverage up to 5x pay, to a combined maximum of \$1.5 million for Basic and Supplemental Life and \$1 million for Basic and Supplemental AD&D

### **DEPENDENT LIFE AND FAMILY AD&D**

- You may purchase Dependent Life Insurance coverage up to \$150,000 for your spouse/ domestic partner and up to \$10,000 for your child(ren)
- You may purchase Family AD&D coverage up to \$500,000 for your spouse/domestic partner and up to \$100,000 for your child(ren)

## **BUILD YOUR WEALTH**

### **401(K) SAVINGS PLAN**

- You are immediately eligible to participate and within your first month are automatically enrolled for a 4% pre-tax contribution; you must actively opt out of automatic enrollment. Your contribution will be increased 1% each year up to a maximum of 10%, unless you opt out of the increase.
- You may elect to contribute up to 50% of pay (pre- and/or after-tax combined) if you are not considered a highly compensated employee

- You may elect to contribute up to 15% of pay (pre- and/or after-tax combined) if you are considered a highly compensated employee
- The Company also contributes \$1 for every \$1 you contribute, up to 4% of your pay
- The Company match is vested at 25% per year of service on a four-year graduated schedule

## **LEARN & ADVANCE**

- The Company offers a Tuition Reimbursement program to support your continuing education
- Cengage Learning's Growth, Education, Advancement Resource (GEAR) can help your professional advancement
- Cengage Learning has established a scholarship program to assist employee's children who plan to start and/or continue education in college or vocational school programs.

## **BALANCE YOUR WORK & PERSONAL LIFE**

- The Company provides paid time off through paid holidays, vacation days and sick time
- Other personal time off and leave programs are available, including parental, bereavement and personal leave
- The Employee Assistance Program, Adoption Assistance, National ID Recovery (identity theft) and On Call International (24-hour travel assistance service) are available to help you manage your personal situations

## **SAVE TIME & MONEY**

- You can save money using a variety of national and local discounts on products and services
- You may purchase varying levels of Legal Expense insurance at discounted group rates
- You can pay for your mass transit and parking expenses using pre-tax dollars through our Commuter Benefit program

## **HELP OTHERS**

- The Company helps you increase your charitable donations through the Matching Gifts program
- The Company's Volunteer Day supports your efforts to give back and help others in your community

**Note:** All benefits and costs are subject to change without notice. Eligibility for participation in most benefit plans is 30 or more hours per week, but may vary by benefit plan. Refer to the plan documents and descriptions for specific eligibility rules. Any discrepancies between this summary and the applicable plan documents will be governed by the plan documents.