



Lehigh University Human Resources Policy

Policy Number: 106
Effective Date: circa 1985
Revisions:
Applicability: All Benefits Eligible Faculty and Staff Members

FLEXIBLE SPENDING ACCOUNTS POLICY

Purpose:

Policy on flexible spending accounts offered as part of the *Flexible Benefits program*

Policy:

The University maintains the “Lehigh University Flexible Spending Account” plan. The plan is identified as plan number 518 with the Internal Revenue Service and the United States Department of Labor. All plan provisions are governed by the official plan document.

Eligibility for a Flexible Spending Account (FSA)

FSA participation is available to all benefits eligible faculty and staff.

Costs for Flexible Spending Account Participation

The cost of participating in an FSA is fully paid by the employee.

Plan Choices and Provisions

The University offers access to a Section 125 Health Care FSA and a Section 129 Dependent Care FSA.

Participation is voluntary.

Employees may enroll in an FSA within 30 days of their first work day or during the annual Flexible Benefits Open Enrollment Period.

General information about spending accounts is provided in the *Flexible Benefits Enrollment* booklet. Specific information regarding plan provisions is provided in the University’s Summary Plan Description. These information pieces are available at:

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Keywords: Dependant Care, FSA, Health Care