

## Who Does What

Here is a quick reference to explain what department handles what.

### Insurance Benefits

The Benefits Department handles all of the following:

Medical	Long-term Disability (salaried employees only)	ID Theft
Dental	Accident	Auto & Home Insurance
Prescription	Life Insurance	Relocation
Vision	Accidental Death & Dismemberment	1095 Forms
Short-term Disability Pay	Employee Assistance Program	
Flexible Spending	Legal	

Information on insurance eligibility, signing up for insurance, and insurance provider information is found on our website at <http://benefits.wincofoods.com/>. Contact the Benefits Department by calling the employee hotline at 1-800-341-6543, option 4.

### Vacation & Sick Leave

Please contact your store about your time off. If they are not able to assist you, contact Payroll by calling the employee hotline at 1-800-341-6543, option 6.

### ESOP & 401K

For general account information, contact Newport Group at [www.newportgroup.com](http://www.newportgroup.com) or at 1-844-749-9981.

For any of the issues listed below, contact the ESOP Department by calling the employee hotline at 1-800-341-6543, option 3 for either ESOP or 401K.

Permanent Disability	Notification of an employee death	QDRO
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### Leaves of Absence

Contact FMLASource at 1-877-946-2658 or [www.fmlasource.com](http://www.fmlasource.com) to apply for a medical leave (including leave for worker's compensation) or military leave of absence. This will also start your short-term disability application if applicable.

If there is a specific leave question that FMLASource cannot address, then calls should go to the Leave Department by calling the employee hotline at 1-800-341-6543, option 8.

Personal leave of absence requests, KinCare and WFCA should have a request completed at the store.

Established employee ADA files are handled by the assigned Leave clerk who will work with all updates and be the main point of contact.