



Employee Benefit Information Sheet

- ❖ **12 PAID HOLIDAYS**
- ❖ **ANNUAL LEAVE** (accrual of 5 hours each pay period, must work a minimum of 40 hours within the pay period). 0-60 months of employment, thereafter accrual rates variable based on length of service.
- ❖ **SICK LEAVE** (accrual of 5 hours each pay period, must work minimum of 40 hours within the pay period). This accrual does not change based on length of service.

Retirement Plans

- ❖ **GSEPS RETIREMENT PLAN** -Georgia State Employees' Pension and Saving Plan (GSEPS), deducted each pay period, vested with ERS after 10 years of creditable service, disability retirement eligible after 15 years. www.ers.ga.gov or **404-350-6300 / 1-800-805-4609**.
- ❖ **TRS RETIREMENT PLAN** - Teacher's Retirement System (TRS), deducted each pay period, vested with TRS after 10 years of creditable service, disability retirement eligible after 9 years and 6 months. <http://www.trsga.com> or **404-352-6500 / 1-800-352-0650**

HEALTH INSURANCE COVERAGE

- ❖ Health Insurance- See SHBP website for Decision Guide for more detailed information on comparing options. myshbp.ga.gov or **1-800-610-1863**

FLEXIBLE BENEFITS

- ❖ Flexible Benefits- www.GaBreeze.ga.gov or **1-877-342-7339**

Dental Insurance

- ❖ Cigna- www.cigna.com or **1-800-642-5810**
- ❖ Delta- www.deltadentalins.com or **1-866-496-2384**

Vision Care

- ❖ Blue Cross Blue Shield- www.bcbsga.com – **1-855-556-4844**

Other Benefits

- ❖ Employee, Spouse, Child Life and AD and D Insurance - **1-877-255-5862**
- ❖ Short & Long Term Disability Insurance- **1-888-641-7186**
- ❖ Specified Illness Insurance- **1-800-433-3036**
- ❖ Spending Account – <https://myspendingaccount.shps.com> or **1-800-952-0452**
- ❖ Legal Insurance- www.legalplans.com or **1-800-821-6400**
- ❖ Long Term Care Insurance- **1-888-227-4165** or **1-800-227-4165**

Additional Useful Sites

- ❖ State of Georgia Intranet- www.team.georgia.gov
- ❖ Employee Self Service- <https://hcm.teamworks.georgia.gov/psp/empl/?cmd=login>