## Supplement B

This supplement applies to all employees who are not expatriates, Citigroup Global Markets Inc. (Salomon Smith Barney) employees, or Citibank employees working in the Private Bank, Asset Management, or Corporate and Investment Bank divisions.

Supplement B includes all employees working in Puerto Rico, and employees in the following operating companies:

- Associates
- Citi Global Relationship Bank
- Citibank
- Citi Diners
- Citibank Standard
- CitiCards
- CitiCapital
- CitiFinancial
- Citigroup Corporate
- CitiStreet
- CitiStreet RSD
- National Benefit Life
- Primerica Financial Services
- Travelers Life and Annuity

The group insurance component of your Citigroup Long Term Disability Plan is provided by MetLife Group Insurance and covers Total Compensation up to and including \$250,000 per year. Employees with Total Compensation greater than \$250,000 and up to \$500,000 per year are eligible for individual policies issued by MetLife.

Detailed information about the group and individual coverage provided by MetLife is contained herein.

## MetLife Group Insurance

Policy Number: 1137000-2-G

Underwritten By Metropolitan Life Insurance Company

MetLife

One Madison Avenue New York, NY 10011

## MetLife Individual Policy Insurance

Underwritten By Metropolitan Life Insurance Company

MetLife 4100 West Boy Scout Boulevard, Floor 1 Tampa, FL 33607

# YOUR EMPLOYEE BENEFIT PLAN

## **LONG TERM DISABILITY**

CITIGROUP INC.

**Associates** 

Citi Global Relationship Bank

Citibank

Citibank Standard

**CitiCards** 

CitiCapital

**CitiDiners** 

**Citigroup Corporate** 

CitiFinancial

CitiStreet

**CitiStreet RSD** 

**National Benefit Life** 

**Primerica Financial Services** 

**Travelers Life and Annuity** 

#### INTRODUCTION

We are pleased to present you with this plan description for group disability insurance. This plan description states your benefits and summarizes some special services available to you at no additional cost. All of us appreciate the financial protection that group benefit plans provide in the event of illness or injury. Group disability insurance is an especially important benefit since it replaces a reasonable portion of your income lost due to a disability.

Your Employer recognizes the value of your services and the impact your absence can have on the organization. Therefore your benefit plan has been designed with a goal of rehabilitation and return to work in mind. The plan offers financial incentives for returning to work, while still receiving a benefit.

The benefits outlined in this plan description are the foundation for comprehensive managed disability services. These special services focus on your <u>abilities</u>, versus a disability, and are available to you at no additional cost. They are tailored to meet your individual needs and are designed to help you to return to work as soon as possible. Managed disability services may also coordinate with other benefit programs in which you participate.

Your comprehensive disability program includes:

Financial Incentives for returning to work.

**Rehabilitation Program** that focuses on vocational rehabilitation, which means identifying the necessary training, therapy, job modifications and accommodations that can help you return to work.

**Early Assistance Program** offering rehabilitation assistance both <u>before and after</u> you file a claim for Long Term Disability Benefits.

**Social Security Assistance Program** to help make the Social Security Insurance application and approval process easier for you.

**Easy Claim Application Process** that may be started simply by calling an "800" claims hotline. Initial submission of the claim should be made no later than 12 weeks following your original date of disability or as soon as reasonably possible thereafter.

This plan description is in an easy-to-read format and we urge you to read it carefully. We also recommend you keep it with your other important records for future reference. If you have any questions about the plan description or the benefits it provides, please contact your Employer.

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## Endorsement

This plan description is hereby endorsed as follows:

Wherever the word "spouse" or "spouse's" appear, the term "spouse or Domestic Partner" or "spouse's or Domestic Partner's" may be substituted respectively.

## **PLAN HIGHLIGHTS**

This Plan Highlights section is a summary of your Long Term Disability Benefits and provisions. See the rest of this plan description for more information.

It is important to read the rest of this plan description. It describes your benefits as well as any exclusions and limitations that apply to these benefits. Please read it carefully. You should talk with your Employer if you have any questions.

You will notice that some of the terms used in this plan description begin with capital letters. These terms have special meanings. They are explained in this plan description.

#### **EMPLOYEE ELIGIBILITY**

Eligible Employee: a person who is employed and paid for services by the Employer:

- 1. to work for the number of hours each week as determined by the Employer;
- **2.** at the Employer's location; and:
  - a. is paid via the PeopleSoft payroll system if not located in Puerto Rico; or
  - **b.** is located in Puerto Rico, regardless of payroll system.

Class I: All Eligible Employees earning \$50,000.00 or less.

Class II: All Eligible Employees earning at least \$50,001.00, up to and including \$149,999.99.

Class III: All Eligible Employees earning \$150,000.00, up to and including \$300,000.99.

Class IV: All Eligible Employees earning \$300,001.00, up to and including \$500,000.00.

If you do not have regular work hours you will be an Eligible Employee if you have worked at least an average of the required number of hours a week for your job during the preceding 12 calendar months (or during your period of employment if less than 12 months).

Employer includes Citigroup Inc. and each Citigroup Business Unit.

## **Eligibility Waiting Period:**

Active Employees on and after January 1, 2002: None

Eligibility Date: January 1, 2002 or the date you become an Eligible Employee, whichever is later.

**Citigroup Business Unit** means one of the following: Associates; Citi Global Relationship Bank; Citibank; Citibank Standard; CitiCapital; CitiCards; Citi Diners; CitiFinancial; CitiStreet; CitiStreet RSD; National Benefit Life; Primerica Financial Services; or Travelers Life and Annuity.

**PeopleSoft** means a payroll system used by the Employer.

#### **LONG TERM DISABILITY BENEFITS**

**Monthly Benefit:** 60% of the first \$500,000 of your Predisability Earnings, reduced by Other Income Benefits. Other Income Benefits are described in Section B. of Long Term Disability Benefits.

**Maximum Monthly Benefit:** \$25,000

**Minimum Monthly Benefit:** 10% of the Monthly Benefit before reductions for Other Income Benefits or \$100, whichever is greater. The Minimum Monthly Benefit will not apply if you are in an Overpayment situation or are receiving income from employment.

#### **Elimination Period:**

13 weeks of short term disability benefits.

## Maximum Benefit Duration: The duration shown below:

Age on Date	Maximum Benefit
Disability Starts	<u>Duration</u>
Less than 60	To age 65
60	60 months
61	48 months
62	42 months
63	36 months
64	30 months
65	24 months
66	21 months
67	18 months
68	15 months
69 and over	12 months

#### Work Incentive:

**Work while Disabled:** No offset for employment earnings during the first 12 months after you have satisfied your Elimination Period. However, your Monthly Benefit may be reduced if the total income you are receiving exceeds 80% of your Predisability Earnings.

**Survivors Benefit:** A lump sum equal to 6 times the Monthly Benefit before reductions for Other Income Benefits.

**Conversion Privilege:** If your coverage under This Plan terminates, you may be eligible to convert to a long term disability conversion plan.

#### **LIMITATIONS**

**Limitation for Pre-existing Conditions:** Coverage for Pre-existing Conditions begins 12 months after your Effective Date of coverage.

## **Limitations For Disabilities Due to Particular Conditions**

Limitation for Disability due to Mental or Nervous Disorders or Diseases, and Drug, Alcohol or Substance Abuse or Dependency:

24 Monthly Benefits in your lifetime, or the Maximum Benefit Duration, whichever is less. Benefits may be paid beyond 24 months as described in the provision, subject to certain requirements. Benefits for Drug, Alcohol or Substance Abuse or Dependency will end if you cease or refuse to participate in a rehabilitative program.

#### **CONTRIBUTIONS**

If you are in Class I, your Long Term Disability Benefits are paid for by your Employer.

If you are in Class II, III or IV your Long Term Disability Benefits are paid for by you.

#### **BENEFITS CHECKLIST**

In order to receive benefits under This Plan, you must provide to MetLife at your expense, and subject to their satisfaction, all of the following documents. These are explained in this plan description. Initial submission of these documents should be made no later than the 12th week following your original date of disability.

- ✓ Proof of Disability.
- ✓ Evidence of continuing Disability.
- ✓ Proof that you are under the Appropriate Care and Treatment of a Doctor throughout your Disability.
- ✓ Information about Other Income Benefits.
- ✓ Any other material information related to your Disability which may be requested by them.

## **EMPLOYEE ELIGIBILITY**

## **Active Employee**

You are an Active Employee if you:

- 1. are an Eligible Employee working for the Employer doing all the material duties of your occupation at (i) your usual place of business; or (ii) some other location that your Employer's business requires you to be;
- **2.** are a citizen or legal resident of the United States or Canada; and
- **3.** are not a temporary or seasonal employee.

You will be deemed an Active Employee if:

- **1.** you meet the above conditions; and
- 2. you are absent from work solely due to vacation days, holidays, scheduled days off, or approved leaves of absence not due to Disability.

## **Effective Date of Coverage**

If you are a member of Class I, you will be covered on the later of the following dates:

- 1. your Eligibility Date as described in Plan Highlights; or
- **2.** the date you meet the Active Employee requirements.

If you are a member of Class II, III or IV, you may participate in the benefit plan which your Employer has established. Under such plan, there are rules regarding the time frames during which you may make a request to be covered under This Plan as set forth below. Your Employer can provide you with more information regarding the benefits plan. In order to become covered under This Plan, you must make a written request to the Employer on the benefits enrollment form furnished by the Employer.

Requests to be covered under This Plan may be made without Evidence of Good Health:

- 1. during the thirty-one day period following your Eligibility Date; or
- **2.** within thirty-one days of a Qualifying Event; or
- **3.** during any subsequent annual enrollment period, as designated by the Employer and reported to you, following your Eligibility Date.

Requests for changes in your benefits under This Plan may be made without Evidence of Good Health:

- 1. during the annual enrollment period, as designated by the Employer and reported to you; or
- **2.** within thirty-one days of a Qualifying Event.

If you make a request to be covered under This Plan or to change your benefits under This Plan at any other time, Evidence of Good Health must be given to us.

"Evidence of Good Health" is a statement providing your medical history. MetLife will use this statement to determine your insurability under This Plan. This statement must be provided to them at your expense.

If you make a request to be covered under This Plan within thirty-one days of your Eligibility Date, you will become covered on the later of the following dates:

- 1. your Eligibility Date as described in Plan Highlights; or
- **2.** the date you meet the Active Employee requirements.

If you make a request to become covered under This Plan, or if you make a request for changes in your benefits under This Plan, within thirty-one days of a Qualifying Event, you will become covered, or the change(s) in benefits will become effective, on the later of the following dates:

- 1. the first day of the month following the date of your request; or
- **2.** the date you meet the Active Employee requirements.

If you make a request to become covered under This Plan, or if you make a request for changes in your benefits under This Plan, during an annual enrollment period, you will become covered, or the change(s) in benefits will become effective, on the later of:

- 1. the first day of the calendar year following the annual enrollment period; or
- **2.** the date you meet the Active Employee requirements.

If you make a request to be covered under This Plan at any other time, you will become covered on the later of:

- 1. the first day of the month following the date MetLife approves your Evidence of Good Health; or
- **2.** the date you meet the Active Employee requirements.

If you were eligible for coverage under the prior plan but did not elect to be covered under the prior plan, you will be required to provide Evidence of Good Health satisfactory to MetLife. Your coverage will become effective when MetLife approves your Evidence of Good Health.

"Qualifying Event" means a change in your family status due to one or more of the following events:

- **1.** marriage;
- **2.** birth, adoption or placement for adoption of a dependent child;
- **3.** divorce, legal separation or annulment;
- **4.** death of a dependent.

## Continuity of Coverage upon Replacement of Plans

In order to prevent a loss of coverage because of a transfer of insurance carriers, This Plan will provide coverage for you if:

- 1. you were covered under the prior carrier's plan that This Plan replaced at the time of transfer; and
- 2. you are an Eligible Employee and you are not an Active Employee.

Coverage will only be provided if the required payment toward the cost of your coverage is made to us.

The benefit payable will be that which would have been paid by the prior carrier had coverage remained in force, less any benefit for which the prior carrier is liable.

## **Changes in Amount of Monthly Benefit**

The amount of your Monthly Benefit may change as a result of a change in your earnings or class. The new Monthly Benefit amount:

- 1. will take effect on the January 1<sup>st</sup> following the change; and
- 2. will apply only to Disabilities commencing thereafter.

However, if you are not an Active Employee on the above date, the new Monthly Benefit amount will take effect on the date you are again an Active Employee.

#### LONG TERM DISABILITY BENEFITS

## A. Monthly Benefit

You will be paid a Monthly Benefit, in accord with Plan Highlights, if MetLife determines that:

- 1. you are Disabled; and
- 2. you became Disabled while covered under This Plan.

Benefits will begin to accrue on the date following the day you complete your Elimination Period. Payment of the Monthly Benefit will start at the end of the month after completion of the Elimination Period. Subsequent payments will be made each month thereafter. Payment is based on the number of days you are Disabled during each one month period.

Contributions are not required for the time that Monthly Benefits are payable.

After MetLife determines that you are Disabled, your Monthly Benefits will not be affected by:

- **1.** termination of This Plan:
- **2.** termination of your coverage; or

**3.** any plan change that is effective after the date you became Disabled.

#### When Benefits End

Monthly Benefits will end on the earliest of the following dates:

- **1.** the end of the Maximum Benefit Duration;
- 2. the end of the period specified in the Limitation for Disabilities Due to Particular Conditions;
- **3.** the date you are no longer Disabled;
- **4.** the date you fail to provide MetLife with any of the information listed in Plan Highlights under Benefits Checklist:
- **5.** the day you die;
- **6.** the date you fail to attend a medical examination requested by MetLife as described in Medical Examination.

If you are a member of Class I, your Monthly Benefits will end on the date you cease or refuse to participate in a Rehabilitation Program approved by your Doctor as described in Work Incentive.

#### **Definition of Domestic Partner**

**"Domestic Partner"** means each of two people in a Domestic Partnership. A "Domestic Partnership" is formed by two people, one whom is an Employee of the Employer:

- **1.** who are each eighteen years of age or older, neither of whom:
  - a. is married; nor
  - **b.** is related by blood in a manner that would bar their marriage in their place of residence; nor
  - c. has had another Domestic Partner within the prior 6 months; and
- **2.** who have submitted to the Employer:
  - **a.** an enrollment form completed by the Employee, requesting coverage for the other person as a Domestic Partner; and
  - **b.** an affidavit which indicates an exclusive mutual commitment;
    - i. to share the responsibility for each other's welfare and financial obligations;
    - ii. which has existed for at least 6 months prior to the date of application for benefits under This Plan on account of the Domestic Partner;
    - iii. which is expected to last indefinitely; and
  - **c.** proof of maintenance of the same residence for at least 6 months prior to the date of application for benefits under This Plan on account of the Domestic Partner; and

- **d.** evidence of joint responsibility for basic financial obligations including two or more of the following:
  - i. a joint mortgage or lease;
  - ii. designation of the Domestic Partner as beneficiary for life insurance or retirement benefits:
  - iii. joint wills or the designation of the Domestic Partner as executor and/or primary beneficiary;
  - iv. designation of the Domestic Partner as durable power of attorney or health care proxy;
  - **v.** ownership of a joint bank account, joint credit cards or evidence of other joint financial responsibility; and
  - vi. other proof to establish economic interdependence.

The Employer will review the affidavit and proof and determine if the request to cover the person as a Domestic Partner is acceptable.

The Employer will inform the Employee of its decision.

#### **Elimination Period**

Your Elimination Period begins on the day you become Disabled. It is a period of time during which no benefits are payable. Your Elimination Period is shown in Plan Highlights. You must be under the continuous care of a Doctor during your Elimination Period. You may temporarily recover from your Disability during your Elimination Period. If you then become Disabled again due to the same or related condition, you may not have to begin a new Elimination Period.

## **Temporary Recovery During Your Elimination Period**

If you return to work for 30 days or less during your Elimination Period, those days will count towards your Elimination Period. However, if you return to work for more than 30 days before satisfying your Elimination Period, you will have to begin a new Elimination Period.

Temporary Recovery means you cease to be Disabled. During a period of Temporary Recovery you will not qualify for any change in coverage caused by a change in any of the following:

- 1. the rate of earnings used to determine your Predisability Earnings; or
- **2.** the terms, provisions, or conditions shown in this plan description.

## **Definition of Disability**

If you are a member of Class I, "Disabled" or "Disability" means that, due to sickness, pregnancy or accidental injury, you are receiving Appropriate Care and Treatment from a Doctor on a continuing basis; and

- 1. during your Elimination Period and the next 24 month period, you are unable to earn more than 80% of your Predisability Earnings or at your Own Occupation for any employer in your Local Economy; or
- 2. after the 24 months period, you are unable to earn more than 60% of your Predisability Earnings from any employer in your Local Economy at any gainful occupation for which you are reasonable qualified taking into account your training, education, experience and Predisability Earnings.

If you are a member of Class II, "Disabled" or "Disability" means that, due to sickness, pregnancy or accidental injury, you are receiving Appropriate Care and Treatment from a Doctor on a continuing basis; and

- during your Elimination Period and the next 60 month period, you are unable to earn more than 80% of your Predisability Earnings at your Own Occupation for any employer in your Local Economy; or
- after the 60 month period, you are unable to earn more than 60% of your Predisability Earnings from any employer in your Local Economy at any gainful occupation for which you are reasonable qualified taking in to account your training, education, experience and Predisability Earnings.

If you are a member of Class III or IV, "Disabled" or "Disability" means that, due to sickness, pregnancy or accidental injury, you are receiving Appropriate Care and Treatment from a Doctor on a continuing basis and you are unable to earn more than 80% of your Predisability Earnings at your Own Occupation from any employer in your Local Economy.

Your loss of earnings must be a direct result of your sickness, pregnancy or accidental injury. Economic factors such as, but not limited to, recession, job obsolescence, paycuts and job-sharing will not be considered in determining whether you meet the loss of earnings test.

For an employee whose occupation requires a license, "loss of license" for any reason does not, in itself, constitute Disability.

"Appropriate Care and Treatment" means medical care and treatment that meet all of the following:

- 1. it is received from a Doctor whose medical training and clinical experience are suitable for treating your Disability;
- 2. it is necessary to meet your basic health needs and is of demonstrable medical value;
- **3.** it is consistent in type, frequency and duration of treatment with relevant guidelines of national medical, research and health care coverage organizations and governmental agencies;
- **4.** it is consistent with the diagnosis of your condition; and

**5.** its purpose is maximizing your medical improvement.

"Doctor" means a person who: (i) is legally licensed to practice medicine; and (ii) is not related to you. A licensed medical practitioner will be considered a Doctor:

- 1. if applicable state law requires that such practitioners be recognized for the purposes of certification of disability; and
- **2.** the care and treatment provided by the practitioner is within the scope of his or her license.

"Own Occupation" means the activity that you regularly perform and that serves as your source of income. It is not limited to the specific position you held with your Employer. It may be a similar activity that could be performed with your Employer or any other employer.

"Local Economy" means the geographic area surrounding your place of residence which offers reasonable employment opportunities. It is an area within which it would not be unreasonable for you to travel to secure employment. If you move from the place you resided on the date you became Disabled, MetLife may look at both that former place of residence and your current place of residence to determine local economy.

#### **Work Incentive**

While you are Disabled, you are encouraged to work or participate in a Rehabilitation Program during your Elimination Period or while Monthly Benefits are being paid to you.

When you work while Disabled, you will receive the sum of the following amounts:

- 1. your Monthly Benefit; and
- 2. the amount of your earnings for working while Disabled.

During the 12 month period following your Elimination Period, your Monthly Benefit will be reduced if the total amount you receive from the above sources and Other Income Benefits exceeds 100% of your Predisability Earnings. Your Monthly Benefit will be reduced by that portion of the amount you receive which exceeds 100% of your Predisability Earnings.

After the 12 month period described above, your Monthly Benefit will be reduced by 50% of your earnings from working while Disabled. Your Monthly Benefit will be further reduced if the total amount you receive from the above sources and Other Income Benefits exceeds 80% of your Predisability Earnings. Your Monthly Benefit will be reduced by that portion of the amount you receive which exceeds 80% of your Predisability Earnings.

If your Monthly Benefit is reduced as a result of your receiving earnings from any work or service while Disabled, the Minimum Monthly Benefit will not apply.

"Rehabilitation Program" means:

1. a return to active employment by you on either a part-time or full-time basis in an attempt to enable you to resume gainful employment or service in an occupation for which you are reasonably qualified taking into account your training, education, experience and past earnings; or

**2.** participating in vocational training or physical therapy. This must be deemed by one of MetLife's rehabilitation coordinators to be appropriate.

## **Predisability Earnings**

"Predisability Earnings" means the amount of your gross salary or wages from your Employer as of the day before your Disability began. This amount is updated each January 1<sup>st</sup>, and is calculated on a yearly basis in the previous July.

## This will include:

- 1. commissions paid from the prior calendar year; and
- **2.** bonuses paid in the prior calendar year (excluding annual incentive bonus paid in February of the prior year);
- **3.** annual incentive bonus paid in February of the current year for the prior year's performance;
- **4.** salary paid from the prior calendar year, including contributions you make through a salary reduction agreement with your Employer to any of the following:
  - a. an Internal Revenue Code (IRC) Section 401(k), 403(b) or 457 deferred compensation arrangement;
  - **b.** an executive nonqualified deferred compensation arrangement; and
  - **c.** amounts contributed to your fringe benefits according to a salary reduction agreement under an IRC Section 125 plan.

## Predisability Earnings do not include:

- **1.** awards;
- 2. overtime pay;
- **3.** your Employer's contributions on your behalf to any deferred compensation arrangement or pension plan; or
- **4.** any other compensation.

If you are an employee of Citibank, bonuses and overtime pay are not included.

If you do not have regular work hours, your Predisability Earnings are based on the average number of hours you worked per month during the preceding 12 calendar months (or during your period of employment if less than 12 months). In no event will the number of hours be more than 173 hours.

#### B. Reduction of Benefits - Other Income Benefits

Your Monthly Benefit is reduced by Other Income Benefits shown below. The Monthly Benefit payable to you:

- 1. will not be less than the amount shown in Plan Highlights under Minimum Monthly Benefit (except in the case of an Overpayment or while receiving work earnings);
- 2. will not be further reduced due to cost-of-living increases payable under Other Income Benefits after the correct reduction has been determined;
- 3. will not be reduced by any reasonable attorney fees included in any award or settlement; and
- **4.** will not be reduced by any sources other than those shown below.

If you receive Other Income Benefits in a lump sum instead of in monthly payments, you must provide to MetLife satisfactory proof of the breakdown of: (i) the amount attributable to lost income; and (ii) the time period for which the lump sum is applicable. If you do not provide this information to them, MetLife may reduce your Monthly Benefit by an amount equal to the Monthly Benefit otherwise payable. They will reduce the Monthly Benefit each month until the lump sum has been exhausted. However, if MetLife is given proof of the time period and amount attributable to lost income, they will make a retroactive adjustment.

#### **List of Sources of Other Income Benefits**

- 1. Federal Social Security Act, Railroad Retirement Act, Canada Pension Plan, or any provincial pension or disability plan, or the Canada Old Age Security Act
  - a. benefits that you receive because of your disability or retirement will be counted; and
  - b. benefits available with respect to your spouse and dependents (regardless of marital status or their place of residence) because of your disability or retirement will be counted. If you are divorced or legally separated, benefits paid directly to your dependents and not taken into constructive receipt by you will not be counted.

Your Monthly Benefit will not be payable unless:

- 1. you provide proof that you have applied for Social Security disability benefits;
- 2. you have signed the Reimbursement Agreement which confirms that you will repay all Overpayments; and
- **3.** you have signed the form authorizing the Social Security Administration to release information on awards directly to MetLife.

Your Monthly Benefit may be reduced once you have received approval or final denial of your claim from the Social Security Administration. For purposes of this section, final denial of your claim means that you have received a "Notice of Denial of Benefits" from an Administrative Law Judge.

In any case, when you do receive approval or final denial of your claim from the Social Security Administration:

1. your Monthly Benefit will be adjusted; and

2. you must promptly refund to MetLife an amount equal to all Overpayments. If you do not promptly make such a refund to us, MetLife may, at its option, reduce or offset against any future benefits payable to you, including the Minimum Benefit.

## 2. Group Insurance Policies

Group insurance policies will be counted if the Employer contributes towards them or makes payroll deduction for any of the following:

- **a.** other group health insurance policies will be counted to the extent that they provide benefits for loss of time from work due to disability; and
- a group life policy that provides installment payments for permanent total disability will be counted.
- 3. Work Earnings will not be used to reduce your Monthly Benefit except as described in Work Incentive.

## 4. Employer's Retirement Plan

Benefits for disability and/or retirement that you receive under the Employer's retirement plan will be counted to the extent they are attributable to the Employer's contributions.

Benefits under the Employer's retirement plan that are payable for disability is money which:

- a. is payable under a retirement plan due to a disability as defined in that plan; and
- b. does not reduce the amount of money which would have been paid as retirement benefits at the normal retirement age under the plan if the disability had not occurred. (If the payment does cause such a reduction it will be deemed a retirement benefit as defined below.)

Benefits under the Employer's retirement plan that are payable upon retirement is money which:

- **a.** is payable under the Employer's retirement plan either in a lump sum or in the form of periodic payments;
- **b.** is payable upon:
  - i. the later of age 62 or normal retirement age as defined in the retirement plan;
  - ii. early retirement age as defined in the retirement plan. (You must have voluntarily elected to receive payments prior to your normal retirement age); or
  - disability as defined in the retirement plan. (You must have voluntarily elected to receive payment prior to your normal retirement age and such payment does reduce the amount of money which would have been paid at the normal retirement age under the plan if the disability had not occurred); and

NOTE: You will be considered to have voluntarily elected to receive payments if you file an application for benefits with the Retirement Plan and request the start of payments prior to your normal retirement age.

c. does not represent contributions made by you. Payments which represent your contributions are deemed to be received over your expected remaining life regardless of when such payments are actually received.

The Employer's Retirement Plan is a plan which provides retirement benefits to Employees and which is not funded wholly by Employee contributions. The term shall not include the following, regardless of the source of contributions:

- **a.** profit sharing plans;
- **b.** thrift or savings plans;
- **c.** non-qualified plans of deferred compensation;
- d. plans under IRC Section 401(k) or 457;
- e. individual retirement accounts (IRA);
- f. tax sheltered annuities (TSA) under IRC Section 403(b);
- g. stock ownership plans; or
- h. Keogh (HR-10) plans.

#### 5. No-fault Auto Laws

Only the basic reparations portion for loss of income of a law providing for payments without determining fault in connection with automobile accidents will be counted. Supplemental disability benefits you buy under a no-fault auto law will not be counted.

## 6. Other Programs or Plans including:

- a. a compulsory benefit program of any government which provides payment for loss of time from your job because of your disability will be counted;
- **b.** any other group disability income plan, fund, or other arrangement, no matter what called, if the Employer contributes toward it or makes payroll deductions for it, will be counted; or
- **c.** any sick pay or other salary continuation, other than vacation pay, paid to you by the Employer will be counted.

## 7. Workers' Compensation or a Similar Law

Periodic benefits and substitutes and exchanges for periodic benefits will be counted.

## 8. Occupational Disease Laws

## 9. Maritime Maintenance & Cure

## 10. Individual Insurance Policies

100% of Benefits payable under an individual disability policy sponsored by the Employer.

## 11. Third Party Recovery

The amount of recovery you receive for loss of income as a result of claims against a third party by judgment, settlement or otherwise.

## 12. Unemployment Insurance Law or Program

## **Exceptions to Other Income Benefits**

Other Income Benefits will not include:

- 1. group credit or mortgage disability insurance benefits; or
- **2.** early retirement benefits not taken into constructive receipt.

## C. Supplemental Benefits

## **Survivors Benefit**

If you die while you are receiving benefit payments under This Plan, your spouse or unmarried children under age 25 may be eligible for a lump sum Survivors Benefit.

The amount of the Survivors Benefit is equal to 6 times the Monthly Benefit before reductions for Other Income Benefits. The amount of Survivors Benefit payable is reduced by any Overpayment which MetLife is entitled to recover.

MetLife will pay the Survivors Benefit to your Eligible Survivor, if the following conditions are met:

- 1. you have completed your Elimination Period;
- 2. you are eligible to receive a Monthly Benefit at the time of death;
- 3. you have an Eligible Survivor; and
- **4.** proof of your death is provided to us.

An Eligible Survivor is one of the following:

- **1.** your surviving spouse; or
- 2. if there is no surviving spouse, your unmarried children or your spouse's unmarried children under age 25. The term children also includes adopted children and children placed for adoption until legal adoption. Payment will be divided into equal shares among the eligible children.

MetLife will pay a Survivors Benefit to your Eligible Survivor on the date one month after the last Monthly Benefit payment was made before your death. However, if there is no Eligible Survivor on the date payment is due to be paid, no payment will be made.

Payment to a minor child may be made to an adult who submits proof satisfactory to MetLife that he/she has assumed custody and support of the child.

#### **Conversion Privilege**

You may be eligible to convert to a long term disability conversion plan when your employment ends. This plan only provides coverage for long term disabilities. Evidence of Good Health will not be required. However, you must meet the following conditions:

- 1. you must have been covered under this Conversion Privilege, or a similar Conversion Privilege under a plan that This Plan replaced, for at least 12 months prior to the date your employment ends;
- 2. your coverage under This Plan must end as a result of termination of your employment with the Employer, other than as a result of retirement; and
- 3. you apply in writing and pay the first premium for the long term disability conversion plan within 31 days after your coverage under This Plan ends.

The maximum amount you may convert is \$3,000.

This Conversion Privilege is not available to you if:

- 1. your coverage under This Plan ends for any of the following reasons:
  - **a.** This Plan ends:
  - **b.** This Plan is amended to exclude the class of Employees to which you belong;
  - c. you no longer belong to a class of Employees eligible for coverage under This Plan;
  - d. you retire; or
  - **e.** you do not make a payment which is required by the Employer to the cost of This Plan.
- 2. you are Disabled under the terms of This Plan; or
- 3. you become covered under any other long term disability plan within 31 days after your coverage under This Plan ends.

The conversion coverage will become effective on the day after your coverage under This Plan ends. The format, benefits provided, premium, and other terms of the conversion coverage may differ from those provided under This Plan. MetLife reserves the right to have the conversion coverage issued by another insurance company.

## D. Temporary Recovery

Once benefits become payable under This Plan, you may Temporarily Recover from your Disability. If you become Disabled again due to the same or related condition, you may not have to begin a new Elimination Period.

Once you have satisfied your Elimination Period, a period of Temporary Recovery is your return to work for less than 6 months for each period of Temporary Recovery.

During the Temporary Recovery you will not qualify for any change in coverage caused by a change in any of the following:

- 1. the rate of earnings used to determine your Predisability Earnings; or
- **2.** the terms, provisions, or conditions shown in this plan description.

If your recovery lasts longer than the Temporary Recovery period allowed, when you become Disabled again you will have to begin a new Elimination Period.

## E. Concurrent Disability

If a new Disability occurs while Monthly Benefits are payable, it will be treated as part of the same period of Disability. Monthly Benefits will continue while you remain Disabled. They will be subject to both of the following:

- 1. the Maximum Benefit Duration; and
- 2. Limitations and Exclusions that apply to the new cause of Disability.

#### F. Limitations

#### **Limitation for Pre-existing Conditions**

You may be Disabled due to a Pre-existing Condition. No benefits are payable under This Plan in connection with that Disability unless your Elimination Period starts after you have been an Active Employee under This Plan for 12 consecutive months.

A Pre-existing Condition is an injury, sickness, or pregnancy for which you in the 3 months before your Effective Date:

- 1. received medical treatment, consultation, care, or services;
- 2. took prescription medications or had medications prescribed; or
- **3.** had symptoms or conditions which would cause a reasonably prudent person to seek diagnosis, care, or treatment.

If you cannot satisfy the above limitation and you were covered under the plan that This Plan replaced at the time of transfer, benefits will be payable under This Plan. MetLife will give consideration towards the continuous time you were covered under the prior plan and This Plan. If you then satisfy the above limitation, the maximum Monthly Benefit payable under This Plan will not exceed the lesser of (i) the Maximum Benefit under This Plan; and (ii) the maximum benefit under the prior plan.

#### **Limitation For Disabilities Due to Particular Conditions**

## Limitation for Disability due to Mental or Nervous Disorders or Diseases, and Drug, Alcohol or Substance Abuse or Dependency

Monthly Benefits are limited to 24 months during your lifetime if you are Disabled due to:

- 1. alcohol abuse;
- 2. drug or substance addiction; or
- 3. Mental or Nervous Disorders or Diseases.

If your Disability is due to alcohol abuse, drug or substance addiction, MetLife requires you to participate in an alcohol, drug or substance addiction recovery program recommended by a Doctor. MetLife will end Monthly Benefit payments as of the earliest of the period described above or the date you cease, refuse to participate, or complete such recovery program.

If you are confined in a Hospital or Institution for treatment at the end of the 24 month period, your Benefits will continue until the date you are discharged.

This limitation will not apply to a Disability resulting from:

- 1. schizophrenia;
- **2.** bipolar disorder;
- 3. dementia; or
- **4.** organic brain disease.

"Hospital or Institution" means a facility licensed to provide care and treatment for your condition. Rest homes, nursing homes, convalescent homes, homes for the aged, and facilities primarily affording custodial, educational, or rehabilitative care are not acceptable as hospitals or institutions under This Plan.

"Mental or Nervous Disorder or Disease" means a medical condition which meets the diagnostic criteria set forth in the most recent edition of the Diagnostic And Statistical Manual Of Mental Disorders as of the date of your Disability. A condition may be classified as a Mental or Nervous Disorder of Disease regardless of its cause.

In no event will Monthly Benefits be payable longer than the Maximum Benefit Duration shown in the Plan Highlights.

#### G. Exclusions

This Plan does not cover any Disability which results from or is caused by or contributed to:

- **1.** war, insurrection, or rebellion;
- **2.** active participation in a riot;
- 3. intentionally self-inflicted injuries or attempted suicide; or

**4.** committing a felony.

"Participation" means all forms of taking part in, except actions taken in defense of:

- **1.** public or private property;
- 2. yourself; or

unless such actions are taken against persons seeking to maintain or restore law and order.

"Riot" means all forms of public violence, disorder or disturbance of the peace by three or more persons. It does not matter whether:

- **1.** there was common intent; or
- **2.** there was intent to damage any person or property, or to break the law.

## TERMINATION OF COVERAGE

## This provision applies to you if you are not Disabled.

You will cease to be covered on the earliest of the following dates:

- **1.** the date This Plan terminates;
- 2. the date you cease to be an Eligible Employee;
- **3.** the date you stop making any required contributions;
- **4.** the date you go on strike or are locked out; or
- **5.** the date you are laid-off.

## **Approved Leave of Absence**

Your Employer may continue your coverage for an approved leave of absence by paying the required premium payments. Coverage may continue until the earliest of:

- 1. the date the Employer stops paying the required premium;
- 2. the date the leave ends; or
- **3.** the last day of the month in which your leave of absence begins.

In the event the leave qualifies under the Family and Medical Leave Act of 1993 (FMLA), the period may be extended for a period agreed to by you and your Employer. It may not exceed 12 weeks following the date the leave begins. Your Employer must continue to pay the required premium.

In Connecticut, the FMLA period can be up to 16 weeks in any 12-month period following the date the leave of absence begins.

## Reinstatement of Coverage

If your coverage ends, you may become covered again as an Eligible Employee. Coverage is subject to the following:

- 1. If your coverage ends because you cease to be an Eligible Employee, and if you become an Eligible Employee again within 3 months, the Eligibility Waiting Period will be waived. You will not have to provide Evidence of Good Health.
- 2. If your coverage ends because you cease making the required contribution while on an approved Family Medical Leave Act (FMLA) leave of absence, and you become an Eligible Employee again within 31 days of the earlier of:
  - a. the end of the period of leave you and your Employer agreed upon; or
  - **b.** the end of the 12 week period following the date your leave began;

the Eligibility Waiting Period will be waived and you will not have to provide Evidence of Good Health.

- 3. In all other cases, if your coverage ends because you fail to make the required contribution, you must provide Evidence of Good Health to become covered again.
- 4. If you become covered again as described in 1. and 2. above, the Pre-existing Condition Limitation will be applied as if there had been no gap in coverage.

## **EXTENSION OF BENEFITS**

#### This provision applies if your coverage ceases while you are Disabled.

During your Elimination Period your coverage will continue while you are continuously Disabled until the end of your Elimination Period. Benefits will begin after the end of your Elimination Period. Your coverage will continue in either of the following situations:

- **1.** This Plan terminates; or
- 2. you cease to be an Eligible Employee but required payments are made to MetLife.

Benefits are payable if your Disability began while coverage was in force and continues without interruption after termination.

Extension of benefits beyond the period cove rage was in force is limited to the Maximum Benefit Duration. Extension of benefits is subject to all of the following:

1. your Elimination Period; and

- **2.** payment of any required contributions; and
- **3.** all other applicable provisions of This Plan.

## **CLAIMS**

## **Notice of Disability**

Notify MetLife of your Disability as soon as you are able.

To notify MetLife you may call them directly. You may obtain this phone number from your Employer. You will be instructed on how to give proof of Disability. You will be required to answer all questions concerning your Disability.

If you do not receive statements or instructions within 15 days after you have notified MetLife, you may submit your statement in a letter.

## **Proof of Disability**

Provide proof of Disability within 3 months after the end of your Elimination Period.

No benefits are payable for claims submitted more than one year after the date of Disability. However, you can request that benefits be paid for late claims if you can show that:

- 1. it was not reasonably possible to give written proof of Disability during the one year period; and
- 2. proof of Disability satisfactory to MetLife was given to them as soon as was reasonably possible.

## **Documentation**

At your expense, you must provide documented proof of your Disability. Proof includes, but is not limited to:

- **1.** the date your Disability started;
- 2. the cause of your Disability; and
- **3.** the prognosis of your Disability.

You will be required to provide signed authorization for MetLife to obtain and release medical and financial information, and any other items they may reasonably require in support of your Disability.

These will include but are not limited to:

- **1.** proof of continuing Disability;
- 2. proof you have applied, or are not eligible, for Other Income Benefits. If you do not provide proof you have applied for Other Income Benefits, MetLife may reduce your Monthly Benefit. The reduction will be based on MetLife's estimate of what you would be eligible to receive through proper and timely pursuit;

- 3. proof that you applied for Social Security disability benefits until denied at the Administrative Law Judge level; and
- 4. proof you have applied for Workers' Compensation benefits or benefits under a similar law. If you do not provide proof that you have applied for these benefits, MetLife may reduce your Monthly Benefit. The reduction will be based on MetLife's estimate of what you would be eligible to receive through proper and timely pursuit.

If you do not provide satisfactory documentation within 60 days after the date MetLife asks for it, your claim may be denied.

## **Method of Payment**

When MetLife determines you are Disabled:

- 1. Monthly Benefits are paid at the end of the month in which you qualify for them. Such benefits will be paid on a monthly basis thereafter.
- 2. Benefits will be paid to you. However, benefits unpaid at your death will be paid to:
  - **a.** your spouse, if living; otherwise
  - **b.** your children, if living, divided equally;
  - c. your estate. If benefits are payable to your estate, MetLife may pay up to \$1,500 to someone related to you by blood or by marriage whom they deem entitled to this amount. MetLife will be discharged to the extent of any payment made in good faith.
- 3. Monthly Benefits due for a period of less than a month will be paid as a fraction of the Monthly Benefit payable, calculated as 1/number of days in the month.

## **Right To Recover Overpayments**

MetLife has the right to recover from you any amount that MetLife determines to be an Overpayment. You have the obligation to refund to them any such amount. MetLife's rights and your obligations in this regard are also set forth in the reimbursement agreement you are required to sign when you become eligible for benefits under This Plan. This agreement: (i) confirms that you will repay all Overpayments; and (ii) authorizes MetLife to obtain any information relating to Other Income Benefits.

An Overpayment occurs when MetLife determines that the total amount paid by them on your claim is more than the total of the benefits due under This Plan. This includes any Overpayments resulting from:

- 1. retroactive awards received from sources shown in the List of Other Income Benefits;
- 2. fraud: or
- **3.** any error MetLife made in processing your claim.

The Overpayment equals the amount MetLife paid in excess of the amount they should have paid under This Plan. In the case of a recovery from a source other than This Plan, their Overpayment recovery will not be more than the amount of the recovery.

You have the right to appeal any Overpayment recovery.

An Overpayment also occurs when payment is made by MetLife that should have been made under another group plan. In that case, MetLife may recover the payment from one or more of the following:

- **1.** any other insurance company;
- **2.** any other organization; or
- **3.** any person to or for whom payment was made.

MetLife may, at its option, recover the Overpayment by:

- 1. reducing or offsetting against any future benefits payable to you or your survivors;
- 2. stopping future benefit payments (including Minimum Benefits) which would otherwise be due under This Plan. Payments may continue when the Overpayment has been recovered; or
- **3.** demanding an immediate refund of the Overpayment from you.

## **Legal Actions**

No legal action of any kind may be filed against MetLife:

- 1. within the 60 days after proof of Disability has been given; or
- 2. more than three years after proof of Disability must be filed. This will not apply if the law in the area where you live allows a longer period of time to file proof of Disability.

## **Medical Examinations**

MetLife will have the right to have you examined at reasonable intervals by medical specialists of their choice. The examination will be at their expense. Failure to attend a medical examination or cooperate with the medical examiner may be cause for denial or suspension of your benefits.

#### Incontestability of Coverage

This Plan cannot be declared invalid after it has been in force for 2 years. It can be declared invalid due to non-payment of premium.

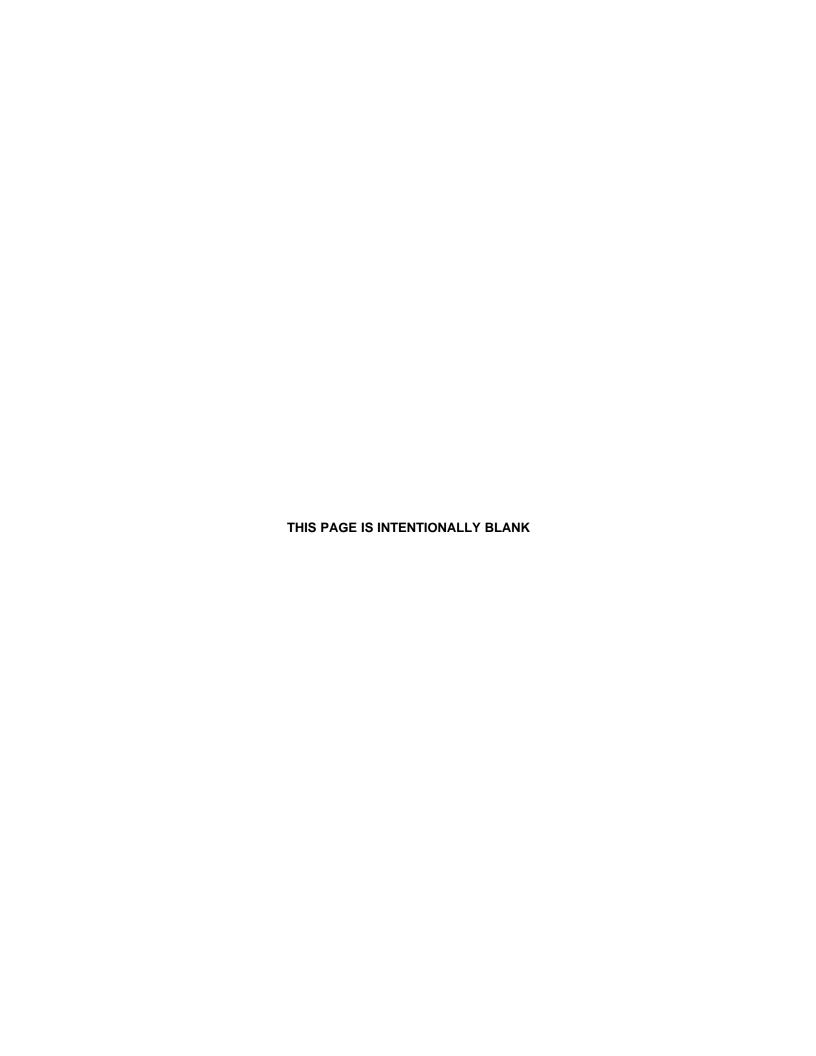
No statement of health used by any person to get coverage can be used to declare coverage invalid if the person has been covered under This Plan for 2 years. In order to use a statement of health to deny coverage before the end of 2 years, it must have been signed by the person. A copy of the signed statement must be given to the person or the person's beneficiary.

## **Assignment**

You may not assign your benefits. This means that you may not give or transfer your benefits to anyone else.

## **Workers' Compensation**

This Plan is not in lieu of, and does not affect, any requirement for coverage by Workers' Compensation Insurance or any government mandated temporary disability income benefits law.



#### SPECIAL SERVICES

## SOCIAL SECURITY ASSISTANCE PROGRAM

If you become Disabled MetLife provides you with assistance in applying for Social Security disability benefits. Before outlining the details of this assistance, you should understand why applying for Social Security disability benefits is important.

## Why You Should Apply For Social Security Disability Benefits

Both you and your Employer contribute payroll taxes to Social Security. A portion of those tax dollars are used to finance Social Security's program of disability protection. Since your tax dollars help fund this program, it is in your best interest to apply for any benefits to which you may be entitled. Your spouse and children may also be eligible to receive Social Security disability benefits due to your Disability.

There are several reasons why it may be to your financial advantage to receive Social Security disability benefits. Some of them are:

#### 1. Avoids reduced retirement benefits

Should you become disabled and approved for Social Security disability benefits, Social Security will freeze your earnings record as of the date Social Security determines that your disability has begun. This means that the months/years that you are unable to work because of your disability will not be counted against you in figuring your average earnings for retirement and survivors benefit.

#### 2. Medicare Protection

Once you have received 24 months of Social Security disability benefits, you will have Medicare protection for hospital expenses. You will also be eligible to apply for the medical insurance portion of Medicare.

## 3. Trial Work Period

Social Security provides a trial work period for the rehabilitation efforts of disabled workers who return to work while still disabled. Full benefit checks can continue for up to 9 months during the trial work period.

## 4. Cost of Living Increases Awarded by Social Security Will Not Reduce Your Disability Benefits

MetLife will not decrease your Disability benefit by the periodic cost of living increases awarded by Social Security. This is also true for any cost of living increases awarded by Social Security to your spouse and children.

This is called a Social Security "freeze." It means that only the Social Security benefit awarded to you and your dependents will be used by MetLife to reduce your Disability benefit; with the following exceptions:

**a.** an error by Social Security in computing the initial amount;

- **b.** a change in dependent status; or
- c. your Employer submitting updated earnings records to Social Security for earnings received prior to your Disability.

Over a period of years, the net effect of these cost of living increases can be substantial.

## How MetLife Assists You in the Social Security Approval Process

As soon as you apply for Disability benefits, MetLife begins assisting you with the Social Security approval process.

## 1. Contact Prior to Application For Social Security Disability Benefits

Before you even apply for Social Security disability benefits. MetLife will help you determine the best time to apply for Social Security disability benefits. A MetLife Case Management Specialist begins assisting you with the application process at that time. The Specialist personally contacts you by phone to explain, in detail, how to apply for Social Security disability benefits and the advantages of doing this. MetLife provides you with a list of items needed by Social Security in order to complete your claim.

## 2. Assistance Throughout the Application Process

MetLife has a dedicated team of Social Security Specialists. These Specialists, many of whom have worked for the Social Security Administration, are also located within their Claim Department. They provide expert assistance upfront and help guide you through the application process.

## 3. Guidance Through Appeal Process by Social Security Specialists

Social Security disability benefits may be initially denied, but are often approved following an appeal. If your benefits are denied, their dedicated team of Social Security Specialists provide expert assistance on an appeal if your situation warrants continuing the appeal process. They guide you through each stage of the appeal process. These stages may include:

- **a.** Reconsideration by the Social Security Administration
- **b.** Hearing before an Administrative Law Judge
- **c.** Review by an Appeals Council established within the Social Security Administration in Washington, D.C.
- **d.** A civil suit in Federal Court

## 4. Social Security Attorneys and Vendors

Depending on your individual needs, MetLife may provide a referral to an attorney or vendor who specializes in Social Security law. The cost for these attorneys is deducted from the amount you must repay to MetLife if the retroactive Social Security disability benefits you later receive result in MetLife having paid more Disability benefits than they should have paid.

## **EARLY INTERVENTION PROGRAM**

The MetLife Early Intervention Program is offered to all covered Employees, and your participation is voluntary. The program helps identify early those Employees who might benefit from vocational analyses and rehabilitation services before they are eligible for Long Term Disability Benefits. Early rehabilitation efforts are more likely to reduce the length of your disability and help you return to work sooner than expected.

If you cannot work, or can only work part-time due to a disability, your Employer will notify MetLife. Their Rehabilitation Coordinators may be able to assist you by:

- 1. Reviewing and evaluating your disabling condition, even before a claim for Long Term Disability Benefits is submitted (with your consent);
- **2.** Designing individualized return to work plans that focus on your *abilities*, with the goal of return to work:
- **3.** Identifying local community resources;
- **4.** Coordinating services with other benefit providers, including: medical carrier, short term disability carrier\*, workers' compensation carrier, and state disability plans:
- **5.** Monitoring return to work plans in progress and modifying them as recommended by the attending physician (with your consent).

MetLife's assistance is offered at no cost to either you or your Employer.

\* If you also have MetLife Short Term Disability coverage or Salary Continuance Plan Management, these services are provided automatically. Notification by your Employer is not necessary.

## **RETURN TO WORK PROGRAM**

#### Goal of Rehabilitation

The goal of MetLife is to focus on Employees' **abilities**, instead of disabilities. This "abilities" philosophy is the foundation of their Return to Work Program. By focusing on what Employees **can do** versus what they can't, MetLife can assist you in returning to work sooner than expected.

## **Incentives For Returning To Work**

Your disability plan is designed to provide clear advantages and financial incentives for returning to work either full-time or part-time, while still receiving a Disability benefit. In addition to financial incentives, there may be personal benefits resulting from returning to work. Many Employees experience higher self-esteem and the personal satisfaction of being self-sufficient and productive once again. If t is determined that you are capable but you do not participate in the Return to Work Program, your Disability benefits may cease.

## **Vocational Rehabilitation Services**

As a covered Employee you are automatically eligible to participate in MetLife's Return to Work Program. The Program focus is vocational rehabilitation, which means identifying the necessary training and therapy that can help you return to work. In many cases, this means helping you return to your former

occupation, although rehabilitation can also lead to a new occupation which is better suited to your condition and makes the most of your abilities.

There is no additional cost to you for the services MetLife provides, and they are tailored to meet your individual needs. These services include, but are not limited to, the following:

## 1. Vocational Analyses

Assessment and counseling to help determine how your skills and abilities can be applied to a new or a modified job with your Employer.

## 2. Labor Market Surveys

Studies to find jobs available in your locale that would utilize your abilities and skills.

## 3. Retraining Programs

Programs to facilitate return to your previous job, or to train you for a new job.

## 4. On-Site Job Analyses

Analyses to determine what modifications may be made to maximize your employment opportunities.

#### 5. Job Modifications/Accommodations

Changes in your job or accommodations to help you perform the previous job or a similar vocation, as required of your Employer under the Americans With Disabilities Act (ADA).

## 6. Training in Job Seeking Skills

Special training to identify abilities, set goals, develop resumes, polish interviewing techniques, and provide other career search assistance.

#### **Rehabilitation Staff**

The Case Management Specialist handling your claim will begin the rehabilitation process. You may be referred to MetLife's professional Rehabilitation staff that includes Registered Nurses and vocational rehabilitation coordinators. Registered Nurses might address how your medical condition impacts your ability to return to work. Vocational rehabilitation coordinators will focus on identifying how your abilities can be best applied to either your previous job or a new job.

These rehabilitation specialists will contact you personally. They will coordinate their activities with your medical carrier and/or attending physician for a broad understanding of your diagnosis, prognosis, and expected return to work date.

## **Rehabilitation Vendor Specialists**

In many situations, the services of independent vocational rehabilitation specialists may be utilized. Services are obtained at no additional cost to you; MetLife pays for all vendor services. Selecting a rehabilitation vendor is based on:

- 1. Attending physician's evaluation and recommendations;
- 2. Your individual vocational needs; and
- **3.** Vendor's credentials, specialty, reputation, and experience.

When working with vendors, you and your Doctor still maintain control and direction of the case.

## **ERISA INFORMATION**

## NAME OF THE PLAN

Citigroup Long Term Disability Plan

#### NAME AND ADDRESS OF EMPLOYER AND PLAN ADMINISTRATOR

Citigroup Inc. 1 Court Square, 15<sup>th</sup> Floor Long Island City, New York 11120 (212) 816-8000

#### **EMPLOYER IDENTIFICATION NUMBER AND PLAN NUMBER**

52-1568099 530

#### **TYPE OF PLAN**

Employee Welfare Plan including:

Long Term Disability Benefits

#### TYPE OF ADMINISTRATION

The above listed benefits are insured by Metropolitan Life Insurance Company, ("MetLife").

## **AGENT FOR SERVICE OF LEGAL PROCESS**

For disputes arising under the Plan, service of legal process may be made upon the Plan administrator at the above address. For disputes arising under those portions of the Plan insured by MetLife, service of legal process may be made upon MetLife at one of its local offices, or upon the supervisory official of the Insurance Department in the state in which you reside.

## **ELIGIBILITY FOR INSURANCE: DESCRIPTION OR SUMMARY OF BENEFITS**

Your MetLife Certificate describes the eligibility requirements for insurance provided by MetLife under the Plan. It also includes a detailed description of insurance provided by MetLife under the Plan.

## **PLAN TERMINATION OR CHANGES**

The group policy sets forth those situations in which the Employer and/or MetLife have the right to end the policy.

The Employer reserves the right to change or terminate the Plan at any time. Therefore, there is no guarantee that you will be eligible for the benefits described herein for the duration of your employment. Any such action will be taken only after careful consideration.

Your consent or the consent of your beneficiary is not required to terminate, modify, amend, or change the Plan.

In the event your coverage ends in accord with the "Termination of Coverage" provision of your plan description and the MetLife Certificate, you may still be eligible to receive benefits. The circumstances

under which benefits are available are described in your plan description and the MetLife Certificate.

#### CONTRIBUTIONS

No contribution is required for Long Term Disability Benefits if you are in Class I.

You must make a contribution to the cost of Long Term Disability Benefits if you are in Class II, III or IV.

The total premium rate for insurance provided under the Plan by MetLife is set by MetLife.

#### **PLAN YEAR**

The Plan's fiscal records are kept on a Plan year basis beginning each January 1 and ending on the following December 31.

## **CLAIMS INFORMATION**

## **Procedures for Presenting Claims for Benefits**

All claim forms needed to file for benefits under the group insurance program can be obtained from the Employer who will also be ready to answer questions and to assist you or, if applicable, your Eligible Survivor in filing claims.

#### Claim Submission

For claims for disability benefits, the claimant must complete the appropriate claim form and submit the required proof as described in the "Claims" section of the plan description and the MetLife Certificate.

Claim forms must be submitted in accordance with the instructions on the claim form.

## **Initial Determination**

After you submit a claim for disability benefits to MetLife, MetLife will review your claim and notify you of its decision to approve or deny your claim.

Such notification will be provided to you within a reasonable period, not to exceed 45 days from the date you submitted your claim; except for situations requiring an extension of time because of matters beyond the control of the Plan, in which case MetLife may have up to two (2) additional extensions of 30 days each to provide you such notification. If MetLife needs an extension, it will notify you prior to the expiration of the initial 45 day period (or prior to the expiration of the first 30 day extension period if a second 30 day extension period is needed), state the reason why the extension is needed, and state when it will make its determination. If an extension is needed because you did not provide sufficient information or filed an incomplete claim, the time from the date of MetLife's notice requesting further information and an extension until MetLife receives the requested information does not count toward the time period MetLife is allowed to notify you as to its claim decision. You will have 45 days to provide the requested information from the date you receive the extension notice requesting further information from MetLife.

If MetLife denies your claim in whole or in part, the notification of the claims decision will state the reason why your claim was denied and reference the specific Plan provision(s) on which the denial is based. If the claim is denied because MetLife did not receive sufficient information, the claims decision will

describe the additional information needed and explain why such information is needed. Further, if an internal rule, protocol, guideline or other criterion was relied upon in making the denial, the claims decision will state the rule, protocol, guideline or other criteria or indicate that such rule, protocol, guideline or other criteria was relied upon and that you may request a copy free of charge.

## **Appealing the Initial Determination**

If MetLife denies your claim, you may appeal the decision. Upon your written request, MetLife will provide you free of charge with copies of documents, records and other information relevant to your claim. You must submit your appeal to MetLife at the address indicated on the claim form within 180 days of receiving MetLife's decision. Appeals must be in writing and must include at least the following information:

- Name of Employee
- Name of the Plan
- Reference to the initial decision
- An explanation why you are appealing the initial determination

As part of your appeal, you may submit any written comments, documents, records, or other information relating to your claim.

After MetLife receives your written request appealing the initial determination, MetLife will conduct a full and fair review of your claim. Deference will not be given to the initial denial, and MetLife's review will look at the claim anew. The review on appeal will take into account all comments, documents, records, and other information that you submit relating to your claim without regard to whether such information was submitted or considered in the initial determination. The person who will review your appeal will not be the same person as the person who made the initial decision to deny your claim. In addition, the person who is reviewing the appeal will not be a subordinate of the person who made the initial decision to deny your claim. If the initial denial is based in whole or in part on a medical judgment, MetLife will consult with a health care professional with appropriate training and experience in the field of medicine involved in the medical judgment. This health care professional will not have consulted on the initial determination, and will not be a subordinate of any person who was consulted on the initial determination.

MetLife will notify you in writing of its final decision within a reasonable period of time, but no later than 45 days after MetLife's receipt of your written request for review, except that under special circumstances MetLife may have up to an additional 45 days to provide written notification of the final decision. If such an extension is required, MetLife will notify you prior to the expiration of the initial 45 day period, state the reason(s) why such an extension is needed, and state when it will make its determination. If an extension is needed because you did not provide sufficient information, the time period from MetLife's notice to you of the need for an extension to when MetLife receives the requested information does not count toward the time MetLife is allowed to notify you of its final decision. You will have 45 days to provide the requested information from the date you receive the notice from MetLife.

If MetLife denies the claim on appeal, MetLife will send you a final written decision that states the reason(s) why the claim you appealed is being denied and references any specific Plan provision(s) on which the denial is based. If an internal rule, protocol, guideline or other criterion was relied upon in denying the claim on appeal, the final written decision will state the rule, protocol, guideline or other criteria or indicate that such rule, protocol, guideline or other criteria was relied upon and that you may request a copy free of charge. Upon written request, MetLife will provide you free of charge with copies of documents, records and other information relevant to your claim.

#### **Routine Questions**

If there is any question about a claim payment, an explanation may be requested from the Employer who is usually able to provide the necessary information.

## Discretionary Authority of Plan Administrator and Other Plan Fiduciaries

In carrying out their respective responsibilities under the Plan, the Plan administrator and other Plan fiduciaries shall have discretionary authority to interpret the terms of the Plan and to determine eligibility for and entitlement to Plan benefits in accordance with the terms of the Plan. Any interpretation or determination made pursuant to such discretionary authority shall be given full force and effect, unless it can be shown that the interpretation or determination was arbitrary and capricious.

## STATEMENT OF ERISA RIGHTS

The following statement is required by federal law and regulation.

As a participant in the Plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all participants shall be entitled to:

#### Receive Information About Your Plan and Benefits

Examine, without charge, at the Plan administrator's office and at other specified locations, all Plan documents governing the Plan, including insurance contracts and a copy of the latest annual report (Form 5500 Series) filed by the Plan with the U.S. Department of Labor, and available at the Public Disclosure Room of the Pension and Welfare Benefit Administration.

Obtain, upon written request to the Plan administrator, all copies of documents governing the operation of the Plan, including insurance contracts and copies of the latest annual report (Form 5500 Series) and updated summary Plan description. The Plan administrator may make a reasonable charge for the copies.

Receive a summary of the Plan's annual financial report. The Plan administrator is required by law to furnish each participant with a copy of this summary annual report.

## **Prudent Actions by Plan Fiduciaries**

In addition to creating rights for Plan participants, ERISA imposes duties upon the people who are responsible for the operation of the employee benefit Plan. The people who operate your Plan, called "fiduciaries" of the Plan, have a duty to do so prudently and in the interest of you and other Plan participants and beneficiaries.

No one, including the Employer or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit or exercising your rights under ERISA. If your claim for a welfare benefit is denied in whole or in part, you must receive a written explanation of the reason for denial. You have the right to have the Plan administrator review and reconsider your claim.

## **Enforce Your Rights**

If your claim for a welfare benefit is denied or ignored in whole or in part, you have a right to know why

this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules.

Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request a copy of Plan documents or the latest annual report from the Plan and do not receive them within 30 days, you may file suit in a Federal court. In such a case, the court may require the Plan administrator to provide the materials and pay you up to \$110.00 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the administrator. If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a state or Federal court.

If it should happen that Plan fiduciaries misuse the Plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a Federal court.

The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees.

If you lose, the court may order you to pay these costs and fees; for example, if it finds your claim is frivolous.

#### **Assistance with Your Questions**

If you have any questions about your Plan, you should contact the Plan administrator. If you have any questions about this statement or about your rights under ERISA, or if you need assistance in obtaining documents from the plan administrator, you should contact the nearest office of the Pension and Welfare Benefits Administration, U.S. Department of Labor, listed in your telephone directory or the Division of Technical Assistance and Inquiries, Pension and Welfare Benefits Administration, U.S. Department of Labor, 200 Constitution Avenue N.W., Washington, D.C. 20210. You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Pension and Welfare Benefits Administration.

## FUTURE OF THE PLAN

It is hoped that the Plan will be continued indefinitely, but Citigroup Inc. reserves the right to change or terminate the Plan in the future. Any such action would be taken only after careful consideration.

The Board of Directors of Citigroup Inc. shall be empowered to amend or terminate the Plan or any benefit under the Plan at any time.

## **MetLife Individual Policy Insurance**

This is not an insurance contract. Once MetLife approves your application for individual policy coverage, they will issue you a personalized contract with detailed information about your coverage.

**Eligibility** — MetLife offers individual policies to all eligible employees of Citigroup Inc. with Total Compensation over \$250,000 who work at least 20 hours each week, are benefits eligible, and are paid via the PeopleSoft payroll system, as well as all employees working in Puerto Rico (regardless of payroll system), who are citizens or legal residents of the United States or Canada and not temporary or seasonal employees.

If you do not have regular work hours you will be an eligible employee if you have worked at least an average of 20 hours a week during the preceding 12 calendar months (or during your period of employment if less than 12 months).

**Terms of Coverage** — Unless otherwise specified, all coverage issued by MetLife will be issued on a guaranteed standard issue basis, regardless of any medical or health issues. A minimum policy size of \$300 per month will be issued as long as an eligible employee has Total Compensation in excess of \$250,000 and does not exceed any other issue and participation limits.

This coverage is non-cancellable and guaranteed renewable to age 65, or for five policy years if later. After age 65, if you are gainfully employed for at least 30 hours per week as of the first premium due date on or after your 65<sup>th</sup> birthday, or the fifth policy anniversary if later, you may continue coverage under this policy, exclusive of any riders providing additional benefits, for as long as you remain so employed. You may exercise this privilege only while your policy is in force and you are not disabled. If this policy is renewed after your 65<sup>th</sup> birthday, the residual disability and recovery benefits will not be included in the continued policy.

This coverage is fully portable, meaning that you can maintain it by paying premiums directly to MetLife, even if you no longer work for Citigroup.

**Definition of Disability** — Totally Disabled means that due solely to impairment caused by Injury or Sickness, you are:

- Prevented from performing the material and substantial duties of your Regular Occupation;
- Not gainfully employed; and
- Receiving appropriate care from a physician who is appropriate to threat the condition causing the impairment

Residually Disabled means that due solely to impairment caused by Injury or Sickness:

- Your earnings are reduced by at least 20% of your prior earnings
- You are receiving appropriate care from a physician who is appropriate to treat the condition causing the impairment; and
- You are not totally disabled and are gainfully employed, but you are:
  - Prevented from performing one or more of the material and substantial duties of your regular occupation; or
  - Performing the material and substantial duties of your regular occupation but are not able to perform them for more than 80% of the time normally required of you; or
  - Engaged in another occupation.

**Elimination Period** - Elimination Period means the number of days of disability which must elapse before benefits become payable for that disability. No benefits are payable for the elimination period.

The elimination period for this policy is 180 days. While you are enrolled in the Citigroup Long Term Disability benefit, your elimination period will effectively be 90 days. From the 91<sup>st</sup> day to

180<sup>th</sup> day of your disability, MetLife will pay benefits (for approved disabilities) via MetLife group insurance.

**Residual Disability Benefit -** An insured will be considered residually disabled if, due solely to an impairment caused by injury or sickness:

- the employees current earnings are reduced by 20%:
- the insured is receiving appropriate care from a physician appropriate for the condition;
- the insured is not totally disabled and is gainfully employed, but is:
  - prevented from performing one or more of the substantial duties of his or her regular occupation; or
  - performing all of the material and substantial duties of his or her regular occupation, but is not able to perform them for more than 80% of the time normally required; or
  - gainfully employed in another occupation.

The minimum benefit payable under this rider, for the first six months that benefits are payable, is 50% of the Monthly Benefit for total disability. After six months of payments, while working, you will receive payments based on the percentage of income you are losing due to your disability. If your earnings are reduced by 75% or more, the full Monthly Benefit is payable.

**Recovery Benefit** – Recovery or recovered means that following a period of total disability, for which total or residual benefits have been paid:

- You are working full time performing all of the material and substantial duties of your regular occupation. Full time means you are working at least as many hours as your worked before being totally or residually disabled; and
- Your earnings continue to be reduced by at least 20% of your prior earnings; and
- Your earnings are reduced directly and solely due to the same impairment that caused the total or residual disability.

MetLife will pay a recovery benefit for up to 24 months. Recovery benefits are payable in proportion to your loss of earnings to the Monthly Benefit for total disability.

**Rehabilitation Benefit** — While you are receiving Monthly Benefits for disability, MetLife will consider participating in the cost of an occupational rehabilitation program aimed at helping you return to gainful employment. The program may be at your request or MetLife may suggest it. MetLife will continue to pay benefits to you based on the terms they agree upon with you.

**Recurrent Disability** - A disability arising from the same or related cause within 12 months of a prior period of disability for which disability benefits had been paid, and where the benefit period is to age 65 or longer (6 months if the benefit period is shorter than to age 65), will be considered a continuation of the prior period of disability. Your benefit period will not start anew. You will not be required to meet the new Waiting Period and benefits will begin accruing immediately.

**Family Survivor Benefits** - If you die during a continuous period of disability after benefits have been paid for twelve months or more, the benefit payable for the last month of disability will be paid to your beneficiary in a lump sum equal to 3 times the last month's disability benefit.

**Mental Illness, Alcoholism, and Drug Abuse Limitation -** The maximum benefit period is limited to 24 months for all periods of disability during your lifetime if:

- Such disability is due to a Mental Disorder and/or Substance Use Disorder;
- You otherwise qualify for disability benefits;
- You are not confined in a Hospital.

However, any time during which you are confined in a hospital does not count towards this 24-month limit.

Hospital means a licensed institution which: 1) is operated, under the supervision of physicians

on the premises, for the care and treatment of injuries and sickness; 2) has medical, surgical, and diagnostic facilities; 3) provides 24-hour nursing services on the premises by registered graduate nurses (RN); 4) routinely makes a charge for it's services; and 5) is not primarily: a nursing, convalescent, or rest home; a place for custodial or educational care; or a place for the care and treatment of the aged,

Mental Disorder and/or Substance Use Disorder means any and all disorders set forth in the diagnostic categories of the most recently published edition of the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders. Examples include, but are not limited to: depression/dysthymic disorder, obsessive compulsive disorder, any psychotic disorder, panic disorder/agoraphobia, bipolar disorder/cyclothymic disorder, anxiety disorder, diagnosed personality disorder, anorexia nervosa or bulimia, alcohol or substance abuse dependency, post-traumatic stress disorder, and somatization disorder.

In no event will Monthly Benefits be payable longer than the maximum benefit duration shown below under Maximum Benefit Period

#### **Waiver of Premium –** After the earlier of the date:

- That you have been disabled for a period of 90 consecutive days; or
- You satisfy the elimination period,

MetLife will waive any premium that becomes due while you remain disabled. Your policy and its benefits will continue as if the premium had been paid.

MetLife will also refund to you any premium that you paid that became due during the first 90 consecutive days of disability, or the period during which the elimination period was satisfied.

The premium waived will be based on the frequency of payment in effect on the date your disability starts

If premiums are being waived, and benefits have been payable for 12 months or more, any premiums due during the first 90 days after that period of disability ends will be waived. This additional 90-day waiver of premium will apply only once during a period of disability, including recurrent disabilities. Thereafter, any premiums due will be payable. If you do not pay the first premium due by the end of its grace period, your policy will end.

Waiver of premium ends when you are no longer disabled. When you are no longer eligible for waiver of premium, you can continue your policy by paying the next premium that becomes due.

#### Maximum Benefit Period -

Age on Date Disability Starts	Maximum Benefit Duration
Less than 60	To age 65
60	60 months
61	48 months
62	42 months
63	36 months
64	30 months
65	24 months
66	21 months
67	18 months
68	15 months
69 and over	12 months

#### If You Need to File A Claim -

Time of Loss: All losses must occur while your policy is in force.

- Notice of Claim: Written notice of claim must be given to MetLife at their office within 30 days after a covered loss starts, or as soon thereafter as reasonably possible.
- Claim Forms: After MetLife receives the written notice of claim they will send you their proof of loss forms within 15 days. If they do not, you will meet the written proof of loss requirements if you send MetLife, within the time set forth below, a written statement of the nature and extent of your loss.
- Proof of Loss: Written proof of loss satisfactory to MetLife must be sent to MetLife within 90 days after the end of each monthly period for which you claim benefits. Failure to furnish such proof within the time required shall not invalidate nor reduce any claim if it was not reasonably possible to give proof within such time. However, such proof must be furnished as soon as reasonably possible and in no event, except in the absence of legal capacity, later than one year from the time proof is otherwise required. As often as is reasonably necessary, MetLife may require as part of the proof of loss financial proof such as personal and business income tax returns, income statements, accountant's statements and other proof acceptable to MetLife.

MetLife may also require on a monthly basis, that you, and any physician treating you, complete and sign supplemental statements of claim.

- Authorizations: MetLife may require, as often as is reasonably necessary, that you provide authorizations for them to obtain medical information, financial information and any other information pertinent to your claim.
- Examinations: At MetLife's expense, as often as is reasonably necessary, they may require you to have an independent examination by a physician of their choice.

At MetLife's expense, as often as is reasonably necessary, they may require an audit of all your business and financial records, by a financial examiner of their choice. This may include examination of business and financial records, by a financial examiner of their choice. This may include examination of business and financial records for any business in which you have an ownership interest.

At MetLife's expense, as often as is reasonably necessary, they may have their representatives conduct telephone or in-person interviews with you regarding your claim.

- Time of Payment of Claim: All benefits will be paid to you. But, if you are not legally competent to give a valid release, or if any benefit is payable to your estate, MetLife may pay up to \$10,000 to anyone who they believe is entitled to it. If MetLife makes such a payment in good faith, they will not be liable to anyone for the amount they pay.
- Beneficiary: The beneficiary is the person or persons to whom any benefits unpaid at your death are payable. You may name a contingent beneficiary to become the beneficiary if all the beneficiaries die while you are alive. If no beneficiary or contingent beneficiary is named, or none is alive when you die, your estate will be the beneficiary. While you are alive, you may change any beneficiary or contingent beneficiary.

If more than one beneficiary is alive when you die, MetLife will pay them in equal shares, unless you have chosen otherwise.

- How to Change the Beneficiary: You may change the beneficiary or contingent beneficiary of this policy by written notice or assignment of the policy. No change is binding on MetLife until it is recorded at their office. Once recorded, the change binds MetLife as of the date you signed it. The change will be without prejudice to MetLife as to any payment they make or action they take before they record the change. MetLife may require that you send them the policy to make the change.
- Assignment: You may assign your policy or any claim under it by written assignment. No assignment is binding on MetLife until it is received at their office. Once recorded, the assignment binds MetLife as of the date you signed it. The change will be without prejudice to MetLife as to any payment they make or action they take before they record the assignment. MetLife will not be responsible for the validity of any assignment. MetLife may require that you

send them the policy to record the assignment.

- Legal Actions: No legal action may be brought until 60 days after written proof of loss has been provided to MetLife. No such action may be brought after three years from the time written proof of loss is required to be provided to them.
- Misstatement of Age and Sex: If your age or sex is not stated correctly on MetLife's records, the benefits under the policy will be those that the premium you paid would have bought at your correct age and sex.
- Conformity with State Statutes: Any provision of this policy which, on the effective date, conflicts with the laws of the state in which you reside on that date is amended to meet the minimum requirements of such laws.

## **Exclusions - MetLife will not pay benefits for a disability:**

- Due to an act of war, whether declared or undeclared;
- Due to pregnancy or childbirth, but MetLife will cover disability due to complications of pregnancy;
- Due to Mental Disorder and/or Substance Use Disorder beyond a 24-month lifetime limitation, except if you are confined in a Hospital;
- Due to any loss MetLife has excluded by name or specific description;
- Due to your committing, or attempting to commit, a felony;
- Existing while you are legally incarcerated or detained; or
- Caused by an intentionally self-inflicted injury.