Your Benefits Summary Plan Description

DISCOVER
your WORLD of benefits

Introduction

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Dear Active Employee:

Your Benefits Summary Plan Description (SPD) outlines the benefits available to you as an active employee. Because of the many legal and plan design changes, the *SPD* has now been updated with current plan information.

The employee SPD is available to view or download at http://benefits.ornl.gov/spd/default.aspx. You may also request a free CD or print copy by contacting ornlbenefits@ornl.gov.

Please discard the older versions of ***Your Book of Benefits*** issued as a three-ring binder or CD and refer to the most current Web-based edition.

If you have any questions or need assistance, you may access the ORNL Benefits website at https://portal09.ornl.gov/sites/benefits/Pages/default.aspx or contact the ORNL Benefits Service Center at 1-800-211-3622.

Sincerely yours,

G. Scott McIntyre
Manager, Employee Benefits

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