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Human Resources: Life Events

You are responsible for reporting any qualifying status events to the Benefit's office within 31 days of the event. Qualifying status events include changes in family or employment status, such as:

» Becoming a Parent
» Designating Beneficiaries
» Getting Married
» Getting Divorced
» Retiring
» Taking Leave of Absence
» Family Member's Death
» Disabled

Most changes will be effective on the qualified event date. For the exact date, please inquire with the benefits specialist assisting with the change.

When a life-changing event occurs, you can make a mid-year change to your current benefit elections without waiting for the annual open enrollment period (typically held late October to mid November each calendar year).

Enrollment changes can only be made within 31 days of the qualifying event and must be consistent with the change in status. After the 31-day time frame, you are only able to change your elections during the annual open enrollment period.

In most cases, the effective date of the change is the qualified event date, the date of birth, marriage or the loss of coverage on a spouse's health plan.

In addition to the Benefits Program Enrollment/Change Form, individuals will be required to submit the appropriate supporting documentation. Contact Human Resources to coordinate this change and to find out what will be required for supporting documentation.

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