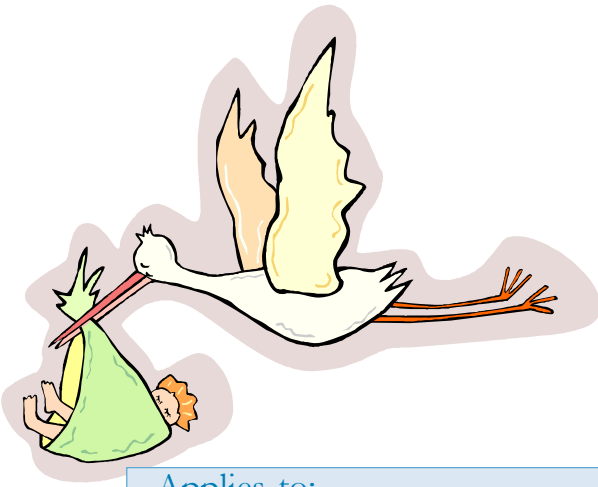


# Change In Employee Status - Qualifying Event



- Applies to:
- Medical
  - Dental
  - Vision
  - Flexible Spending Accounts

Generally speaking, in order for an employee to make benefit plan election changes, an employee, their spouse or one of their dependents must experience a change in status (also known as a qualifying event). When a change in status occurs, employees have **30 days** from the day of the event to contact Human Resources to complete an enrollment/change form and provide supporting documentation to make a benefit plan change. Below are some examples of events that qualify as changes in status.

## IMPORTANT EMPLOYEE BENEFIT INFORMATION

- A legal change in marital status (to include legal separation),
- A change in the number of dependents - via a birth, adoption, marriage or death
- A change in employment status (gain coverage or lose coverage) or a substantial change in work schedule by an employee, their spouse or dependent
- A change that makes a dependent newly qualified or newly disqualified from a benefit plan, such as



becoming a full time student or quitting school

- A change in residence or work location of a dependent, employee or spouse
- If a benefit change is not made within 30 days, open enrollment is the next opportunity an employee has to make a change. Open enrollment is the one time per year that employees may change benefit plans or add/drop dependents.

