

## **Special Enrollment Notice**

As a benefits eligible employee, you were able to enroll in medical, dental, vision, flexible spending accounts, and/or life insurance within your first 30 days of hire, or promotion to full-time status. Outside of this initial enrollment period, changes to elected benefits (enroll, cancel, or change) cannot be made until Annual Enrollment, unless an employee experiences a qualifying life event.

Changes to benefits in accordance with a qualifying life event can only take place within 30 days of the qualifying event. Examples of qualifying life events may be marriage, birth/adoption, divorce, loss of other coverage, change in spouse or dependent employment or eligibility status, Medicare or Medicaid eligibility, etc. Employees will be asked to provide supporting documentation.

If any of these qualifying life events occur, it is important to contact Human Resources in writing, within thirty (30) days to request a special enrollment. Failure to do so will result in the inability to modify benefits elections until Annual Enrollment to be effective the first day of the next plan year.