

Special Enrollment Rights



You are eligible to make changes to your current election(s) during the policy year by notifying Human Resources and completing paperwork within 30 days of a **IRS qualifying event:**

- Birth
- Death
- Marriage, Civil Union
- Divorce
- Adoption
- Involuntary loss of your other insurance coverage
- Spouse's / Civil Union Partner's / Dependent Children involuntary loss of their other insurance coverage
- Court Order

Human resources must receive IRS qualifying event insurance change requests **within 30 days of the qualifying event or the change may not be made until the **next open enrollment period**.**