

An employee may make any change(s) in his/her pre-tax medical, dental, vision and flexible spending account coverage during the annual Benefit Open Enrollment period. An employee may not change pre-tax benefit elections during any other time of the benefit plan year unless a qualifying status change event occurs. A Benefit Change Request must be completed and submitted to the Office of Human Resources within 30 days of a qualifying status change event. If approved, requested change(s) will be retroactive to the date of the qualifying event.

Please indicate, by checking the appropriate item, which qualifying event you have experienced. Please note that proof of marriage, divorce, birth or other documentation may be required to approve your requested change(s) in benefits.

QUALIFYING STATUS CHANGE EVENTS:

MARITAL STATUS:

- Marriage
- Divorce, Legal Separation or Annulment
- Death of spouse

NUMBER OF DEPENDENTS:

- Birth
- Death
- Adoption or Placement for Adoption

EMPLOYMENT STATUS/LOSS OF BENEFITS:

- Commencement or termination of employment
- Reduction or increase in hours of employment
- Commencement or return from leave of absence
- Strike or lockout

DEPENDENT STATUS:

Dependent no longer satisfies rule for eligibility as a dependent due to:

- Attainment of age
- Marriage of dependent

LOSS OF COVERAGE:

- Employee loses other coverage

JUDGMENT, DECREE OR COURT ORDER:

- Qualified Medical Child Support Order (QMCSO)

CHANGE IN RESIDENCE:

- May qualify if there is a loss in eligibility for a region-specific plan

DATE OF QUALIFYING EVENT _____

LIST THE SPECIFIC BENEFIT CHANGE(S) REQUESTED:

EMPLOYEE SIGNATURE _____

EMPLOYEE PRINTED NAME _____ DATE _____