

Qualifying Life Event Guidelines



EMPLOYEE RESPONSIBILITY

It is the **employee's responsibility** to notify the district **Benefits Administrator** of any qualifying event. Any changes to medical enrollment must be completed **within 30 days** of a qualifying event.

QUALIFYING LIFE EVENTS



Qualifying events include, but are not limited to:

Marriage or Divorce | Birth or Adoption | Death
Loss of Other Coverage | Entering a Health Plan Service Area

If a dependent child or spouse/domestic partner disenrolls from the plan for any reason, they may re-enroll during open enrollment or due to a qualifying event. If re-enrolling due to a qualifying event, confirmation of the qualifying event is required (as noted above).



SPECIAL ENROLLMENT PERIODS

An employee **not previously enrolled** may enroll along with any eligible dependent(s) **within 30 days** of the following qualifying events:

- Marriage or establishment of domestic partnership
- Birth, adoption or placement for adoption
- Loss of other coverage
- See health plan evidence of coverage for additional information on special enrollment periods