

## Employment Change – Full-time to Part-time

These qualifying mid-year event election changes are permitted when your employment status changes from full-time to part-time.

### Health Care Coverage:

- Your election automatically terminates at the end of the month that you cease to be full-time because the State does not contribute to the premium for part-time employees. You and removed family members will receive a HIPAA Certificate of Group Health Care Coverage and an Extended Coverage Election Notice (COBRA).
- You may re-enroll in the plan of your choice. HMO members are required to select a primary care physician.
- You may re-enroll any eligible family members previously covered.

### Medical Flexible Reimbursement Account:

- No election change is permitted.

### Dependent Care Flexible Reimbursement Account:

- No election change is permitted.

### ***Important Things To Know About Making An Election Change Request For This Event***

- 1. What documentation is required.** None. Your agency will validate your employment status changed from full-time to part-time.
- 2. How to submit the request.** Within 31 days of the last day you are in full-time employment status, use [EmployeeDirect](#) or complete a paper [Enrollment Form](#).
- 3. When approved changes take effect.** Changes are effective the first of the month following receipt of your request or following the event, whichever is later. When the later date is the first of the month, changes are effective that day.
- 4. Where to learn more.** Visit [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov). The Employee Benefits link includes answers to frequently asked questions and helpful information about handling a life-changing event. For more details, contact your agency's Benefits Administrator.

**Reminder:** If you miss this opportunity to submit your change request, your next chance will be at [Open Enrollment](#) or with another consistent [Qualifying Mid-year Event](#), whichever comes first.