

This section discusses the following employment changes:

- Beginning a Leave Without Pay
 - Full-Time to Part-Time
 - Part-Time Classified/Faculty to Full-Time
 - Return from a Leave Without Pay
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Beginning a Leave without Pay

These qualifying mid-year event election changes are permitted when you begin an unpaid leave of absence (LWOP) and lose the agency's contribution to your health care. **Election changes must be on account of and correspond with the event.** If the LWOP is less than 30 days, you will be enrolled in the same elections that were in effect at the beginning of the leave.

Health Insurance Coverage:

- You may waive coverage
- You may remove eligible family members.
- You may continue to have coverage as long as you make arrangements with your agency for payment of your premiums while you are on unpaid leave

Note: You and any removed family members will receive an Extended Coverage Election Notice (COBRA).

Health Flexible Spending Account:

- You may reduce or cancel your election.
- You may continue your account as long as you make arrangements with your agency for payment of your contributions while you are on unpaid leave.

Dependent Care Flexible Spending Account:

- You may reduce or cancel your election amount to cover a change in eligible dependent care expenses. (Note: You can also cancel your dependent care account while taking a **paid** leave. See QME sheet on Dependent Care Cost or Coverage Change)
- You may continue your account as long as you make arrangements with your agency for payment of your contributions while you are on unpaid leave.

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 change.
2. ***How to submit the request.*** Starting with the day you start the leave without pay, you have 60 calendar days to

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use EmployeeDirect, or complete a paper Enrollment Form and submit it to your agency's Benefits Administrator.

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. Health Insurance and FSA elections are separate elections and may be submitted together or separately within the allotted timeframe. Changes are irrevocable once the effective date of the change has occurred.

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.

Full-time to Part-time

These qualifying mid-year event election changes are permitted when you change from full-time employment to a part-time employment status that does not provide the employer contribution to the health insurance premium, **provided the election change requested is on account of and corresponds with the event.** Your full-time, active healthcare coverage 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 an Extended Coverage Election Notice (COBRA).

Health Insurance Coverage:

- You may enroll in part-time active health coverage in the plan of your choice. HMO members are required to select a primary care physician.
- You may enroll any eligible family members previously covered on your full-time active coverage.

Health Flexible Spending Account:

- No election change is permitted.

Dependent Care Flexible Spending Account:

- You may reduce or cancel your election amount to cover a change in eligible dependent care expenses. See QME sheet on "Dependent Care Cost or Coverage Change."

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

1. **Newly eligible part-time classified employees and faculty members may request enrollment.** Wage employees and adjunct faculty are not eligible. If adding dependents, you must provide documentation that they are eligible for the state health plan.

2. **What Documentation is required?** None. Your agency will validate your change in employment status.

3. **How to submit the request.** Starting with the date you become eligible to enroll in part-time health insurance (hire date, newly-eligible date, rehire date), you have 60 calendar days to use EmployeeDirect, or complete a paper

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Enrollment Form and submit it to your agency's Benefits Administrator.

4. **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 that date is the first of the month, elections are effective that day.

5. **You have 60 days to request a change to your DCFSA.** 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. Health Insurance and FSA elections are separate elections and may be submitted together or separately within the allotted timeframes. Changes are irrevocable once the effective date of the change has occurred.

Reminder: Active coverage automatically ends at the end of the month in which your employment status changes. You must take action to enroll in coverage as a part-time employee. 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. If you wish to add other eligible family members and you were previously enrolled in Family coverage, please contact your agency's Benefits Administrator.

Part-time Classified/Faculty to Full-time These qualifying mid-year event election changes are permitted when you change from a part-time employment status that does not provide the employer contribution to the health insurance premium to full-time employment, **provided the election change requested is on account of and corresponds with the event.**

Health Insurance Coverage:

- If you are already enrolled and choose not to make a change to your election, the premium deducted from your paycheck will be automatically reduced by the amount contributed by the state for full-time employees.
- You may enroll or change your plan. HMO members are required to select a primary care physician.
- You may add eligible family members.

Health Flexible Spending Account:

- No election change is permitted.

Dependent Care Flexible Spending Account:

- No election change is permitted.

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

1. **What documentation is required?** Your agency will validate your employment status. If adding dependents, you must provide documentation of their eligibility for the state health plan.

2. **How to submit the request.** Starting with the last day you are in part-time employment status, you have 60 calendar days to use EmployeeDirect, or complete a paper Enrollment Form and submit it to your agency's Benefits Administrator.

3. **When approved changes take effect.** Changes are effective the first of the month following receipt of your

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request or following the event, whichever is later. When the later date is the first of the month, changes are effective that day. Health Insurance and FSA elections are separate elections and may be submitted together or separately within the allotted timeframe.

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.

Return from a Leave of Absence without Pay These qualifying mid-year event election changes are permitted if you waived coverage or changed your elections upon taking an unpaid leave of absence which was **30 days or more** and you are now returning to work. Election changes must be *on account of and correspond with* the event. If you return from an unpaid leave of absence in less than 30 days, you must re-enroll in the same elections you had prior to the leave.

Health Insurance Coverage:

- You may enroll or change your plan. HMO members are required to select a primary care physician.
- You may add eligible family members.

Health Flexible Spending Account:

- You may enroll or increase your election amount.

Dependent Care Flexible Spending Account:

- You may enroll or increase your election amount to cover a change in eligible dependent care expenses.

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

1. What documentation is required? Your agency will validate your employment status. If adding dependents, you must provide documentation of their eligibility for the health plan.

If requesting a plan change, documentation of the coverage under the other plan is required to ensure consistency.

2. How to submit the request. Starting with the day you return to work, you have 60 calendar days to use EmployeeDirect, or complete a paper Enrollment Form and submit it to your agency's Benefits Administrator.

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. Health Insurance and FSA elections are separate elections and may be submitted together or separately within the allotted timeframe. Election changes are irrevocable once the effective date of the change has occurred.

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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.