

## List of Common Qualifying Life Events - Cancellation

Submit forms and supporting documentation via [Employee Self Service \(ESS\) eUpload](#). This list is not inclusive. If you have any questions or have a situation not listed, please contact the RCUH Employee Benefits Section at email: [rcuh\\_benefits@rcuh.com](mailto:rcuh_benefits@rcuh.com) or call: (808) 956-6979 or (808) 956-2326. All submissions are subject to RCUH's review and approval. RCUH may change the effective date due to deadlines or depending on the situation. Please contact us if you have an extenuating circumstance.

**Effective Dates:** If all documentation is received by the 20th, the earliest effective date may be the 1st of the following month. If received after the 20th, the earliest effective date will be the 1st of the second following month. Example: If received by October 20th, the earliest effective date may be November 1st. If received after October 20th, the earliest effective date is December 1st.

Employees are responsible for informing RCUH of legal status changes (e.g., divorce, end of civil union partnership or domestic partnership).

Event	When Health Enrollment/Change B5H Form Must be Submitted	Supporting Documentation	Changes Allowed
<b>Acquisition of Coverage</b> (employee gets coverage from another plan and wants to voluntarily cancel RCUH plan)	At any time.  If employee is cancelling medical, they must also submit the Health Waiver (B5W) Form.	N/A	N/A
<b>Death</b>	As soon as reasonably practicable.	Death certificate or copy of obituary.	N/A
<b>Divorce</b> (employee may terminate coverage for spouse and their dependents)	Within 30 days of date of divorce.  The effective date could be adjusted per court order.	Proof of divorce.	No plan changes.
<b>Legal Separation/Termination of Domestic Partnership</b> (employee may terminate coverage for partner and their dependents)	Within 30 days of legal separation/termination of domestic partnership.	Proof of legal separation.	No plan changes.