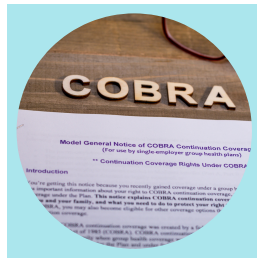


HEALTH INSURANCE QUALIFYING LIFE EVENT

Eligible employees may enroll in health insurance or add eligible dependents to existing elections mid-year (outside of Open Enrollment), if they experience a Qualifying Life Event. Enrollment/changes must be consistent with the Qualifying Life Event and submitted **within 30 days** of the event. Submissions are subject to RCUH's review and approval of the effective date.



Common Examples:

- Birth or adoption of a child (add child to plan)
- Marriage (add spouse to plan)
- Domestic/Civil Union Partnership (add legal partner to plan)
- Divorce (enroll due to loss of coverage)
- Involuntary loss of insurance coverage (enroll and/or add eligible dependents)

What To Do:

Submit Health Enrollment/Change B5H Form and supporting documentation via Employee Self Service eUpload within 30 days of the Qualifying Life Event.

Did You Know?

An employee may voluntarily cancel coverage or remove dependents at any time without documentation, except in cases of a court order.

[Click for list of examples and supporting documentation.](#)

