



# MID-YEAR EVENTS

The benefit elections you make during Open Enrollment or as a New Hire will remain in effect for the entire plan year. You will not be able to change or revoke your elections once they have been made unless a Mid-Year Event (status change) occurs. The summary of events that allow an employee to make benefit changes and instructions for processing those life event changes can be reviewed in the chart below.

Mid-Year Event	Action Required	Result If Action Is Not Taken
<b>New Hire</b>	Make elections within 30 days of hire date. Documentation is required.	You and your dependents are not eligible until the Annual Open Enrollment period.
<b>Marriage</b>	Add your new spouse to your elections within 30 days of the marriage date. A copy of the marriage certificate must be presented.	Your spouse is not eligible until the next Annual Enrollment period.
<b>Divorce</b>	Remove the former spouse within 30 days of the divorce. Proof of the divorce will be required. A copy of the divorce decree must be presented.	Benefits are not available for the divorced spouse and will be recouped if paid erroneously.
<b>Birth or Adoption of a Child</b>	Enroll the new dependent in your elections within 30 days of the birth or adoption date, even if you already have family coverage. A copy of the birth certificate, mother's copy of birth certificate, or hospital discharge papers must be presented. Once you receive the child's Social Security Number, don't forget to update your child's insurance information record.	The new dependent will not be covered until the next Annual Enrollment period.
<b>Dependent Aging Out</b>	Remove or update dependent elections within 30 days of the dependent aging out. For more information and assistance, please call PGB Employee Services at 800-387-5955.	Coverage for the dependent will end at the time of the dependent aging out and the policyholder must remove/update the dependent elections in order for the change to be reflected in the employee's deductions.
<b>Death of a Spouse or Dependent</b>	Remove the dependent from your elections within 30 days from the date of death. Death certificate must be presented.	You could pay a higher premium than required and you may be overpaying for coverage required.
<b>Change in Spouse's Employment or Coverage</b>	Add or drop benefits from your elections within 30 days of the event date. A letter from the employer or insurance company must be presented.	You will not be able to make changes until the next Annual Enrollment period.



The examples included in this chart are not all-inclusive. Please speak to a Benefits Representative to learn more.



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<b>Part-Time to Full-Time or Vice Versa</b>	Change your elections within 30 days from the employment status change to receive COBRA information or to enroll in benefits as a full-time employee. Documentation from the employer must be provided.	Benefits may not be available to you or your dependents if you wait to enroll in COBRA. Full-time employees will have to wait until the next Annual Enrollment period.
<b>Transferring Employers</b>	If you are transferring from one PGB client to another, some benefits may be eligible for transfer. Please call PGB Employee Services at 800-387-5955 for more information and assistance.	You may lose the opportunity to transfer benefits.
<b>Loss of Government or Education Sponsored Health Coverage</b>	If you, your spouse, or a dependent loses coverage under any group health coverage sponsored by a governmental or educational institution, you may be eligible to add additional coverage for eligible benefits.	You and your dependents are not eligible until the next Annual Enrollment period.
<b>Entitlement to Medicare or Medicaid</b>	If you, your spouse, or dependent becomes entitled to or loses coverage under Medicare or Medicaid, you may be able to change coverage under the accident or health plan.	You and your dependents are not eligible until the next Annual Enrollment period.
<b>Non-FMLA Leave</b>	An employee taking a leave of absence, other than under the Family & Medical Leave Act, may not be eligible to re-enter the Flexible Benefits program until next plan year. Please contact your Benefit Administrator for more information.	You and your dependents are not eligible until the next Annual Enrollment period.
<b>Retiring</b>	<b>Your individual supplemental/voluntary policies through Colonial Life are portable!</b> To move them from payroll deduction to direct billing, please complete and submit the Payment Method Change Form to Colonial Life within 30 days of retiring. You are also eligible for post-employment Dental, Vision, and Telemedicine benefits through PGB. Please visit: <a href="http://www.piercergroupbenefits.com/individualcoverage">www.piercergroupbenefits.com/individualcoverage</a> or call our Employee Services at 800-387-5955 for more information and assistance.	If you do not transfer your policies from payroll deduction to direct billing, Colonial Life will terminate your policies resulting in a loss of coverage.



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