

# IMPORTANT NOTICE!

Employees are responsible for submitting mid-year change paperwork for all life events, even when on a leave of absence, **AND** not continuing to pay for health benefits during a leave. See Chapter 1 of the Benefit Plans Handbook via [this link](#) and click the Plan Year link for detailed information about Benefits Enrollment Eligibility and Mid-Year Changes due to Life Events.

Reference: Scan the QR code, click the correct Benefit Plan Year Information link and click on the Benefit Plans Handbook link. Contact your HR Department for additional questions and assistance completing any benefits enrollment paperwork. Note that life events (mid-year changes) follow strict deadlines, which are paperwork received within 60 days, including the event date. (Event date examples are birth, adoption, placement for adoption date. Marriage or dissolution date. Date of loss or gain of a like-for-like health plan. Etc.)

