

# Qualifying Events

Per the IRS rules, employees may only enroll in pre-tax benefit plans once per year. Your benefits for medical, dental, and vision insurance, as well as contributions to a Flexible Spending Account, are binding through December 31.

The following are special circumstances known as "Qualifying Events" that allow you to make a benefit change during the year:

- Employment status changes (working more or less than 30 hours per week)
- Marriage
- Birth
- Adoption or placement for adoption of an eligible child
- Divorce, legal separation, or annulment of marriage
- Death of a dependent
- Loss of dependent status-dependent reaching age 26
- Becoming eligible for Medicare or Medicaid during the plan year
- Receiving a qualified medical child support order
- Loss of other coverage

If you believe you have experienced a Qualifying Event and need to make a change to your UNE benefits, you must contact the HR Benefits Team immediately.

Eligible changes must be made within 30 days from the date of the Qualifying Event.

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