

Eligibility, enrollment and effective dates

NO DESIGNATED ENROLLMENT

Enrolled automatically	Benefit plans	Effective date
Regularly scheduled minimum 20 hours/week	<ul style="list-style-type: none"> Basic Life/AD&D 	1st of the month following hire date or benefit eligibility date
Regularly scheduled minimum 30 hours/week	<ul style="list-style-type: none"> Short-Term Disability Long-Term Disability 	1st of the month following 90 days of hire date or benefit eligibility date
All employees	<ul style="list-style-type: none"> EAP Limeade Wellness Program 	Immediately

NEW HIRES

Enroll within 31 days of hire date (includes hire date)	Benefit plans	Effective date
Regularly scheduled minimum 20 hours/week	<ul style="list-style-type: none"> Medical Dental Vision FSA's HSA Supplemental Life/AD&D* Dependent Life* Hospital Indemnity Insurance Critical Illness Insurance Accident Insurance Legal assistance Identify theft 	1st of the month following hire date
Regularly scheduled minimum 30 hours/week	<ul style="list-style-type: none"> Long-Term Disability buy-up 	1st of the month following 90 days from hire date

MID-YEAR ENROLLMENT

Enroll within 31 days of a qualified life event (includes date of event)	Benefit plans	Effective date
Regularly scheduled minimum 20 hours/week	<ul style="list-style-type: none"> Medical Dental Vision FSA's HSA Supplemental Life/AD&D* Dependent Life* Hospital Indemnity Insurance Critical Illness Insurance Accident Insurance Legal assistance Identify theft 	Varies, dependent upon type of event (refer to Summary Plan Description for details, available on ServiceNow)
Regularly scheduled minimum 30 hours/week	<ul style="list-style-type: none"> Long-Term Disability Buy-Up 	Varies, dependent upon type of event (refer to Summary Plan Description for details, available on ServiceNow)

* Supplemental Life/AD&D and Dependent Life may require Evidence of Insurability (EOI).
If EOI is required, the carrier will notify you if coverage is approved along with the effective date of coverage.

Eligibility, enrollment, and effective dates, cont.

ANNUAL OPEN ENROLLMENT

Enroll during fall enrollment period	Benefit plans	Effective date
Regularly scheduled minimum 20 hours/week	<ul style="list-style-type: none"> Medical Dental Vision FSA's HSA Supplemental Life/AD&D* Dependent Life* Hospital Indemnity Insurance Critical Illness Insurance Accident Insurance Permanent Life with long-term care Legal assistance Identify theft 	January 1st of the following calendar year
Regularly scheduled minimum 30 hours/week	<ul style="list-style-type: none"> Long-Term Disability Buy-Up 	January 1st of the following calendar year
Regularly scheduled 20-29 hours/week	<ul style="list-style-type: none"> Supplemental Short-Term Disability 	January 1st of the following calendar year

NO DESIGNATED ENROLLMENT

Enroll any time	Benefit plans	Effective date
Regularly scheduled minimum 20 hours/week	<ul style="list-style-type: none"> Qualified Mass Transit 	1st of the month following enrollment date
Regularly scheduled minimum 20 hours/week	<ul style="list-style-type: none"> Pet insurance 	Generally, within 2 pay periods of making your election

* Supplemental Life/AD&D and Dependent Life may require Evidence of Insurability (EOI). If EOI is required, the carrier will notify you if coverage is approved along with the effective date of coverage.

See the Summary Plan Description (SPD) for more details on eligibility and enrollment.

The effective dates listed in these charts assume the employee meets the eligibility requirements and has completed the benefit election process within the required period. For some leaders and physicians, there may be certain benefits, such as retirement, life, AD&D, and disability, which differ from the benefits listed on this document. Individuals should refer to Workday during enrollment to see the benefits available to them.

