Employees should notify the Office of Human Resources and complete the necessary paperwork within 31 days of the event when:

• there is the expected birth of a child (including legally adopted, foster, and stepchildren). The expected child should be added at the time of his/her birth or within 30 days of the Final approval for adoption or the care of foster or stepchildren;

• a dependent reaches age 26. If at any time a dependent, 19 and up to the age of 26, becomes eligible for or has access to other employment based medical coverage, the dependent will no longer be eligible to participate in the university’s medical plan;

• a dependent under the designated age limit of 26 marries and is not eligible for or has access to other employment based medical coverage;

• the current address changes;

• the employee becomes married or divorced;

• the employee enters and/or is discharged from military service;

• a spouse/qualifying partner or dependent dies.

08/11