

# Benefit Enrollment Policy

Open Enrollment occurs once a year. You are only allowed to make changes to your benefit elections during Open Enrollment unless a Qualifying Life Event (QLE) occurs. Certain life events (QLE's) allow you to change your benefit elections in the middle of the plan year. These events are:

- Birth/Adoption
- Change in Insurance Coverage through other Group Coverage
- Change in Employment Status
- Death in the immediate family
- Dependent Child Reaches Limiting Age
- Divorce
- FMLA-related Leave
- Marriage
- Spouse Loss of Other Coverage

Once your election has been made, it cannot be changed until Open Enrollment the following year unless a Qualifying Life Event occurs. This policy applies to all benefits elected regardless of the pre or post tax status.

I, \_\_\_\_\_, understand and acknowledge the Benefit Enrollment Policy for Office Interiors. I understand that human resources is available to answer any questions I may have regarding the benefits and the company policy regarding enrollment.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

FOR INTERNAL USE ONLY

Date Received: _____
HR Supervisor Signature: _____