



## Eligibility Policy for New Employees

Group name: \_\_\_\_\_

Group number (if assigned): \_\_\_\_\_

Our standard new hire waiting period for eligibility for health insurance is:

| Date of hire                                                            | (Type of employee: salaried, hourly, etc.) |
|-------------------------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> First of the month following date of hire      | _____                                      |
| <input type="checkbox"/> First of month following 30 days of employment | _____                                      |
| <input type="checkbox"/> First of month following 60 days of employment | _____                                      |
| <input type="checkbox"/> Within 90 days of hire                         | _____                                      |
| <input type="checkbox"/> 90 days after date of hire                     | _____                                      |
| <input type="checkbox"/> Other _____                                    | _____                                      |

Must be approved by underwriting prior to submission

Our standard rehire waiting period for eligibility for health insurance is:

|                                                              |
|--------------------------------------------------------------|
| <input type="checkbox"/> Same guidelines as new hire         |
| <input type="checkbox"/> Date of rehire                      |
| <input type="checkbox"/> First of the month following rehire |
| Other _____                                                  |

Must be approved by underwriting prior to submission

Minimum hours per week that an employee must work to be eligible:

|                                   |
|-----------------------------------|
| <input type="checkbox"/> 20 hours |
| <input type="checkbox"/> 25 hours |
| <input type="checkbox"/> 30 hours |
| <input type="checkbox"/> 40 hours |

Note:

- Employer can determine full time status as stated above but may not be less than 20 hours
- Waiting period cannot exceed 90 days

The above policies have been submitted for business indicated above. I understand that these policies are accepted and must remain in effect for at least one full year before they are eligible to be charged.

Authorized group signature: \_\_\_\_\_

Date signed: \_\_\_\_\_ Date effective: \_\_\_\_\_