



## Eligibility Policy for New Employees

Group Name: \_\_\_\_\_

Group Number {If Assigned}: \_\_\_\_\_

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

(Type of employee: salaried, hourly, etc.)

\_\_\_\_\_ Date of Hire \_\_\_\_\_

\_\_\_\_\_ First of the month following date of hire \_\_\_\_\_

\_\_\_\_\_ First of month following 30 days of employment \_\_\_\_\_

\_\_\_\_\_ First of month following 60 days of employment \_\_\_\_\_

\_\_\_\_\_ 90 days after date of hire \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

Must be approved by underwriting prior to submission

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

\_\_\_\_\_ Same guidelines as new hire \_\_\_\_\_

\_\_\_\_\_ Date of rehire \_\_\_\_\_

\_\_\_\_\_ 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:

\_\_\_\_\_ 20 hours \_\_\_\_\_

\_\_\_\_\_ 25 hours \_\_\_\_\_

\_\_\_\_\_ 30 hours \_\_\_\_\_

\_\_\_\_\_ 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 changed.

Authorized Group Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date Effective: \_\_\_\_\_