



State Personnel Board

Flexible Benefits Program Rules

Georgia Department of Administrative Services

478-2-.06 Changes in Benefit Options and Amounts.

(1) **Open Enrollment Period.** Eligible active employees shall be given an opportunity to enroll or change benefit options during the open enrollment period. The open enrollment period shall be no longer than thirty (30) days duration, and shall begin no earlier than four (4) months preceding the beginning of each plan year. The specific dates and duration shall be designated by the Commissioner. The open enrollment period shall be announced in writing to the employees.

Medical underwriting may be required by contract for the insurance options. The applicable regulation for health benefit options is outlined in the Regulations of the State Personnel Board for Health Benefit Plan. Employees on suspension or on an Approved leave of absence without pay during the open enrollment period shall not be provided the opportunity to enroll or change coverages during the period. Extended beneficiaries shall be entitled to the same benefit choice in an applicable option of the Plan during the open enrollment period as if he or she were an active employee. (06-28-90/07-01-90) (11-3-05/11-18-05)

Authority O.C.G.A. Secs. 45-18-51, 45-18-52.

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Amended: F. May 22, 1987; eff. Mar. 26, 1987, as specified by the Board.

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