



Rules of the Employee Benefit Plan Council

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

- (1) **Open Enrollment Period and Retiree Option Change Period.** The open enrollment period and retiree option change 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 or their designee. The open enrollment period and retiree option change period occur simultaneously and shall be announced in writing to the employees through the Department of Administrative Services website and other communications.
 - (a) Eligible active employees shall be given an opportunity to enroll or change benefit options during the open enrollment period.
 - (b) Enrolled retirees shall be given an opportunity to change the dental coverage option to any dental option for which the Retiree is eligible.
- (2) Medical underwriting may be required by contract for the insurance options. 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; however, coverage may be discontinued. 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.
- (3) Prior plan year elections will roll over if no selections are made, except for the Health Care Flexible Spending Account and Dependent Care Flexible Spending Account. Spending account options require re-enrollment each plan year.
- (4) **Benefit Option Changes due to Qualifying Life Event.** The employee shall not be permitted to change the selected options during the plan year unless the employee has a Qualifying Life Event (QLE), which must be declared within thirty-one (31) days of the event. The effective date of the QLE will be the first of the month following the QLE. In cases of birth, adoption, or placement of a child for adoption, an employee must declare the event within 90 days of the event, and the effective date is the date of the event.

Authority:

O.C.G.A. §§ 45-18-51, 45-18-52(a).