



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: _____