

## Reference Guides

### Effective Dates

<p><b>Newly Eligible Employees</b></p> <p>Medical</p> <p>Dental</p> <p>Basic LTD</p> <p>Basic Life</p>	<p>Use the PEBB categories defined in the eligibility section of this manual. <i>Note: PEBB's definitions and use may differ significantly from DOP or human resources use.</i></p> <p><b>Effective Dates based on PEBB Categories:</b></p> <ul style="list-style-type: none"> <li>• <b>Permanent</b> – the first of the month following the date of employment. If the date of employment is the first working day of the month, then coverage begins on the date of employment.</li> <li>• <b>Nonpermanent</b> – the first day of the seventh month of half-time or more employment.</li> <li>• <b>Career Seasonal</b> – the first day of the month following the date of employment. If the date of employment is the first working day of the month, then coverage begins on the date of employment.</li> <li>• <b>Seasonal</b> – the first day of the month following the date of employment. If the date of employment is the first working day of the month, then coverage begins on the date of employment.</li> <li>• <b>Instructional Year</b> – the first of the month following the date of employment. If the date of employment is the first working day of the month, then coverage begins on the date of employment.</li> <li>• <b>Part-Time Faculty and Part-Time Academics</b> – the first day of the month following the beginning of the second consecutive quarter/semester of half-time or more employment.</li> <li>• <b>Appointed and Elected Officials</b> <ul style="list-style-type: none"> <li><b>Legislators</b> – the first day of the month following the date their term begins. If the term begins on the first working day of the month, coverage begins on the first day of the term.</li> <li><b>All other elected and full-time appointed officials</b> – first day of the month following the date the term begins, or they take the oath of office, whichever comes first. If the term begins or the oath of oath of office is taken on the first day of the month, coverage begins on that date.</li> </ul> </li> <li>• <b>Judges</b> – the first day of the month following the date the term begins, or they take the oath of office, whichever comes first. If the term begins or the oath of office is taken on the first working day of the month, coverage begins that day.</li> </ul>
<p><b>Optional Life Insurance not requiring approval</b></p>	<p><b>Newly eligible employees only</b> – Coverage is effective the first of the month following the signature date on the form, even if the form is signed on the first of the month.</p>
<p><b>Optional Life Insurance requiring carrier approval</b></p>	<p>Coverage is effective the first of the month following the approval date on the Final Action Notice (FAN).</p>
<p><b>Optional LTD</b></p>	<p><b>Newly eligible employees only</b> – Coverage is effective the first of the month following the signature date on the form, even if the form is signed on the first of the month.</p>

## ***Effective Dates***

Was the hire date the first of the month?

If yes, the effective date is the date of hire.

If no, go to the next step.

What is the first working day of the month? (The first weekday, Monday through Friday, that is not a holiday.)

Was the hire date on or before the first working day of the month?

If yes, the effective date is the date of hire.

If no, the effective date is the first of the month following the date of hire.

**First working day rule:** Work days according to HCA are Monday through Friday. However, if the date of hire is between the first of the month (for example on a Saturday) and the first available working day of the month (Monday) coverage is effective on the date of hire. Example: If the employee's date of hire is Monday the 3<sup>rd</sup> then the effective date of coverage would be the 3<sup>rd</sup>. The employee would not be eligible for benefits on Saturday the 1<sup>st</sup> and Sunday the 2<sup>nd</sup>.

**2009 Hire Date/Effective Date**

<b>2009 Hire Date</b>	<b>Medical/Dental Effective Date</b>	<b>2009 Hire Date</b>	<b>Medical/Dental Effective Date</b>
<b>January</b>		<b>July</b>	
1-January	1-January	1-July	1-July
2-January	2-January	2-July and after	1-August
3-January and after	1-February	<b>August</b>	
<b>February</b>		1-August	1-August
1-February	1-February	2-August	2-August
2-February	2-February	3-August	3-August
3-February and after	1-March	4-August and after	1-September
<b>March</b>		<b>September</b>	
1-March	1-March	1-September	1-September
2-March	2-March	2-September and after	1-October
3-March and after	1-April	<b>October</b>	
<b>April</b>		1-October	1-October
1-April	1-April	2-October and after	1-November
2-April and after	1-May	<b>November</b>	
<b>May</b>		1-November	1-November
1-May	1-May	2-November	2-November
2-May and after	1-June	3-November and after	1-December
<b>June</b>		<b>December</b>	
1-June	1-June	1-December	1-December
2-June and after	1-July	2-December and after	1-January