



Change in Work Status

If you are changing from Regular Full-Time Management or Hourly to Regular Part-Time Hourly **-OR-** Part-time Hourly to Full-Time Management or Hourly, your benefits eligibility may change.

MOVING FROM...	AND YOU HAVE COMPLETED...	YOU'RE ELIGIBLE FOR...	YOU MUST ENROLL AND PROVIDE REQUIRED DOCUMENTATION (IF APPLICABLE) WITHIN...
Part-time hourly to full-time hourly or management status	30 days of service	Benefits as of the effective date of the status change. Hourly team members must satisfy an hours requirement to remain eligible for coverage**.	30 days from the effective date of your status change. Required documentation, must be provided by the deadline outlined in the "R"Dependent Verification Services communication.
Part-time hourly to full-time hourly or management status	Less than 30 days of service	Benefits as of your 31st day of employment. Hourly team members must satisfy an hours requirement to remain eligible for coverage**.	30 days from your 31st day of employment*. Required documentation, must be provided by the deadline outlined in the "R"Dependent Verification Services communication.
Full-time hourly or management to part-time hourly status	N/A	If you're currently enrolled, you'll keep your coverage until your eligibility is determined after your measurement period ends. Hours are measured on an annual basis.	Your designated "Administrative Period"

* You may enroll during your waiting period, but coverage will not become effective until your benefits eligibility date.

**Hourly team members must work an average of 30+ hours per week over a 12 month period to be eligible for benefits under [Employer Shared Responsibility guidelines \(/health-wellness-insurance/health-care-reform/employer-shared-responsibility/\)](#)

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