



**UNIVERSITY OF MAINE SYSTEM  
EVENTS RESULTING IN OPTION TO ENROLL**



EVENT TYPE	ENROLLMENT PERIOD	EFFECTIVE DATE OF COVERAGE
New Hire as FR or PR (at least 50% time)	31 days from date of hire	Date of hire for all benefit plans except retirement plans in which coverage begins the first of the month following date of hire
Change in employment status to FR or PR in which employee, not previously eligible, is immediately eligible	31 days from date of status change	Date of status change
PR to FR status change in which employee, not previously eligible, is immediately eligible	31 days from date of status change	Date of status change
PR becomes eligible for BR in which employee, not previously eligible, is immediately eligible	31 days from eligibility	Date of status change
Unpaid Leave of Absence (LOA) or Layoff	31 days from date of LOA or Layoff	Date of status change
Return from Unpaid Leave of Absence	31 days from date of return from LOA	Date of status change
Birth of Child	31 days from date of birth	Date of birth
Adoption of Child	31 days from the date the employee becomes legally responsible for the child	Date employee becomes legally responsible for the child*
Child loses eligibility due to age, student status or marriage	31 days from date of event	First of the month following date of event
Death of spouse, domestic partner or child	31 days from date of death	First of the month following date of death
Marriage / Divorce	31 days from date of marriage / divorce	First of the month following date of marriage / divorce
Domestic Partnership / Dissolution of Domestic Partnership	31 days from satisfying <a href="#">Domestic Partnership requirements</a> or date of dissolution	First of the month following completion of change form
Spouse gains or loses coverage through employment	31 days from date of event	First of the month following the date of event
Exchange student	31 days from date the employee becomes legally responsible for the student	Date employee becomes legally responsible for the student
Change in Day Care facility provider or increase/decrease in fees	31 days from date of status change	First of the month following the date of event

Employees may only make changes to those employee benefits that are consistent with the change. For example, if the employee's day care provider changes or the day care provider's fees increase or decrease, the employee could make changes to their Day Care FSA, but not to their Health Care FSA, life insurances, health or dental coverage, etc., since the only change in this example that would be consistent with the status change is to their Day Care FSA.

\* If employee assumes responsibility for paying medical costs before child is placed, employee must provide written verification within 31 days of assuming such financial obligation.

FR = Full-Time Regular Status      PR = Part-Time Regular Status      BR = Benefits Regular Status