

Changes in Your Life

When changes happen in your work or personal life, your health care benefits may need to change too. If you're eligible to make changes, you must make the change **within 31** days of the date of your qualifying life event. Miss your 31 day deadline and you will have to wait until the next open enrollment period, (typically in November), to choose the right benefits for your family.

Qualifying Life Events (QE)

- Your spouse's or domestic partner's benefits change (lose health care coverage due to loss of job)
- You gain a dependent child (birth, adoption, legal custody)
- You get married
- Loss of "other" coverage
- You gain a domestic partner
- You get divorced
- You dissolve your domestic partnership
- Your spouse, partner, child(ren) gain "other" coverage

What You Can Do

- Enroll your dependents in medical, dental and/or vision coverage
- Drop medical, dental or vision coverage if you will be covered by your spouse's/partner's plan or your spouse/partner and/or child(ren) will be covered by another plan.

How To Make Changes

- Submit an Add/Drop Form to Mona Hartmann or Cecilia (Cecy) Avila within 31 days of the event to make your qualifying life event (QE) elections. The Add/Drop Form can be found under "Forms" on the postdoc benefits website at <http://postdocs.stanford.edu/benefits/>
- Provide proof of qualifying event (if necessary) to the Office of Postdoctoral Affairs:

Please submit to: Mona Hartmann / Cecilia (Cecy) Avila
Postdoctoral Affairs, 1215 Welch Rd., Modular A, Mail Code: 5402
Fax # (650) 725-6106