Contract College Qualifying Events

**NYSHIP (Health Insurance):**

It is important that you contact Benefit Services within 7 days of a qualifying event that affects health plan coverage. If a request to enroll in the New York State Health Insurance Plan is not made within 56 days of hire date, benefits eligibility date or within 30 days of a qualifying event date, you will be subject to a 10-week waiting period. Note: the health premium will be deducted from your pay on an after-tax basis for the remainder of the year. The annual Option Transfer Period allows you to make certain changes to health insurance.

**University benefits**

(e.g., life insurance, flexible spending accounts, long term care): contact Benefit Services within 60 days of a qualifying event to determine if you can or should make changes to benefits enrollments.

- Initial hire
- Marriage or domestic partnership
- Legal Separation
- Divorce or dissolution of domestic partnership
- Birth, adoption or legal custody of a child
- Child graduates from high school or college (applies only to EmblemHealth dental, life and personal accident insurance)
- Reduction in time below 20 hours or 50% time
- Leave of absence without pay
- Loss of coverage
- Retirement or termination of employment
- Transfer from contract college to endowed or vice versa
- Death of a dependent