

Qualifying Events

Contact HR @ 865-264-6300

- **Notify the Human Resource Department** as soon as possible following a qualifying event. You have 60 days from the date of the qualifying event to submit changes and the required supporting documentation to Human Resources.
- **You have 60 days:** Marriage/divorce, birth/adoption, death, change in job status for you or your spouse. Or a change in Medicaid or Children's Health Insurance Program (CHIP) eligibility. If you miss the deadline, you must wait for the 2019 open enrollment period to make changes to your benefits.
- **New Employees** who are benefits eligible must enroll within 30 days of their date of hire. New employee benefits are effective the first month following 30 days of employment.
- **Children up to age 26** may be covered on your medical/vision/dental insurance plan, regardless of dependent status. At the end of the month the dependent turns 26, they will automatically be dropped from the insurance plan and offered COBRA coverage.