

ELIGIBILITY

If you work at least 30 hours per week, you are eligible for benefits. You may also enroll your eligible dependents for coverage. This includes the following:

- Your legal spouse or qualified domestic partner
- Children under the age of 26, regardless of student, dependency, or marital status
- Children who are past the age of 26 and are fully dependent on you for support due to a mental or physical disability, and who are indicated as such on your federal tax return

Qualifying Life Events

Generally, you may only change your benefit elections during the Open Enrollment period. However, since life happens, you also may change your benefit elections during the year if you experience a Qualifying Life Event.

	QUALIFYING LIFE EVENT	DOCUMENTATION NEEDED
Change in marital status	Marriage	Copy of marriage certificate
	Divorce	Copy of divorce decree
Change in number of dependents	Birth or adoption	Copy of birth certificate or copy of legal adoption papers
	Stepchild	Copy of birth certificate plus a copy of the marriage certificate between employee and spouse
	Death	Copy of death certificate
Change in employment	Change in your eligibility status (i.e., full-time to part-time)	Notification of increase or reduction of hours that changes coverage status
	Change in spouse's benefits or employment status	Notification of spouse's employment status that results in a loss or gain of coverage

Qualifying Life Events

During the year, you cannot make changes to your medical, dental, or vision unless you have a Qualifying Life Event. Changes must be made within 30 days of the Qualifying Life Event, otherwise you will have to wait until the next annual Open Enrollment period to make changes (unless you experience another Qualifying Life Event). For more information, please contact your local HR representative.

New Hire Benefits Enrollment

Employees who are new to Madix have 30 days from date of hire to complete the process. Madix uses Workday to help you enroll in company benefits. To assist you, Madix provides one-on-one telephone conferences with a benefits counselor who will walk you through your options, if you prefer.