

**Eligibility Policy for New Employees**

Group Name: \_\_\_\_\_

Group Number {If Assigned}: \_\_\_\_\_

Our Standard new hire waiting period for eligibility for health insurance is:  
 \_\_\_\_\_ (type of employee: salaried, hourly, etc.)

\_\_\_\_\_ Date of Hire \_\_\_\_\_

\_\_\_\_\_ First of the month following date of hire \_\_\_\_\_

\_\_\_\_\_ First of month following 30 days of employment \_\_\_\_\_

\_\_\_\_\_ First of month following 60 days of employment \_\_\_\_\_

\_\_\_\_\_ First of month following 90 days of employment \_\_\_\_\_

\_\_\_\_\_ First of month following 6 months of employment \_\_\_\_\_

\_\_\_\_\_ First of month following 1 year of employment \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

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 Our Standard rehire waiting period for eligibility for health insurance is:

\_\_\_\_\_ Same guidelines as new hire \_\_\_\_\_

\_\_\_\_\_ Date of rehire \_\_\_\_\_

\_\_\_\_\_ First of the month following rehire \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

Minimum hours per week that an employee must work to be eligible:

\_\_\_\_\_ 20 hours \_\_\_\_\_

\_\_\_\_\_ 25 hours \_\_\_\_\_

\_\_\_\_\_ 30 hours \_\_\_\_\_

\_\_\_\_\_ 40 hours \_\_\_\_\_

Note: Employer can determine full time status as stated above but may not select under 20 hours.

The above policies have been submitted for business indicated above. I understand that these policies are accepted and must remain in effect for at least one full year before they are eligible to be changed.

Authorized Group Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date Effective: \_\_\_\_\_