

WHEN COVERAGE BEGINS

This section outlines the factors that determine when coverage begins if you enroll when you are first eligible. For information about when coverage begins for enrollments other than when you first become eligible, see “Coverage Changes” and “Annual Enrollment.”

When Employee Coverage Begins

Your Company-Paid Basic Life and Basic AD&D Insurance

You are automatically enrolled for your **Company-paid basic coverage** (basic life and basic **AD&D** insurance) of one times your **total annual pay**, limited to \$1 million each, as of your first day of work as an **eligible employee** (see “Who Is Eligible”), provided you are **actively at work** on that day (see “You Must Be Actively at Work”).

You may elect to waive the **Company-paid basic coverage** (basic life and basic **AD&D** insurance) and receive additional cash, which is taxable. Executives may not waive basic life insurance.

Your Employee-Paid Insurance Coverages

Any employee-paid insurance coverages you elect becomes effective as follows, provided you are **actively at work** on the date the coverage is scheduled to begin (see “You Must Be Actively at Work”).

If You Elect Supplementary Life Insurance

- If you elect supplementary life insurance within 31 days after you receive your new employee benefits enrollment letter, coverage of up to two times your **total annual pay** becomes effective on the date you elect coverage. If you elect more than two times your **total annual pay**, you will be required to submit proof of insurability to the Insurer (see “Important Contacts”) for the coverage in excess of two times your **total annual pay**, and this additional coverage will become effective on the date the Insurer approves your Statement of Health (see “Proof of Insurability”).
- If you enroll more than 31 days after you receive your new employee benefits enrollment letter, you will be required to submit proof of insurability to the Insurer (see “Important Contacts”). In this case, coverage becomes effective on the date the Insurer approves your Statement of Health (see “Proof of Insurability”).

If You Elect Supplementary AD&D Insurance

- If you elect supplementary **AD&D** insurance within 31 days after you receive your new employee benefits enrollment package, coverage becomes effective on the date you elect coverage.
- If you do not enroll within 31 days after you receive your new employee benefits enrollment package, *no changes* will be permitted until the next **annual enrollment** unless you have **qualified status change**. For more information, see “Coverage Changes if You Have a Qualified Status Change” and “Annual Enrollment.”
- No proof of insurability is required for supplementary **AD&D** insurance.

When Dependent Coverage Begins

Any dependent insurance coverages you elect for your **lawful spouse** (or **domestic partner**) and/or **eligible dependent** begins as follows, provided you are **actively at work** on the date the coverage is scheduled to begin (see “You Must Be Actively at Work”).

If You Elect Dependent Life Insurance

- Coverage for your **child(ren)** becomes effective on the date you elect coverage. It is not necessary to enroll additional **child(ren)** once you have elected dependent life insurance for your **child(ren)**. Proof of insurability *is not* required for your **child(ren)**, regardless of when you enroll them.
- If you elect a spouse coverage option *under \$50,000* within 31 days after you receive your new employee benefits enrollment package or within 31 days of your marriage, your spouse’s coverage becomes effective on the date you elect coverage. Proof of insurability for your **lawful spouse** or **domestic partner** would not be required.
- If you elect the \$50,000 spouse coverage option, or if you enroll your **lawful spouse** or **domestic partner** more than 31 days after he or she is first eligible, your spouse’s coverage will become effective on the date the Insurer (see “Important Contacts”) approves your spouse’s proof of insurability (see “Proof of Insurability”).

If You Elect Dependent AD&D Insurance

- If you elect dependent **AD&D** insurance for your **eligible dependents** within 31 days after you receive your new employee benefits enrollment letter, coverage becomes effective on the date you elect coverage.

- If you do not elect coverage for your **eligible dependents** within 31 days, *no changes* will be permitted until the next **annual enrollment**, unless you have a **qualified status change**. For more information, see “Coverage Changes if You Have a Qualified Status Change” and “Annual Enrollment.”
- Proof of insurability for dependent **AD&D** insurance is not required for your **eligible dependents** regardless of when you enroll them.

You Must Be Actively at Work

You must be **actively at work** on the date coverage for you or your **eligible dependents** is scheduled to begin or increase. If you are not **actively at work** on that date, coverage will begin or increase when you return to work.