



Memo

To: All Employees
From: Joan Topalian, Manager of Employee Benefits
cc: Paul Winspeare MBA, BS-HRM, SPHR, PHR, aPHR
Chief Human Resources Officer
Date: 12/22/2023
Re: Benefit changes due to new qualifying events

Important Information!

You must notify the Benefits Office of a qualifying life event within 30 days of the qualifying event.

Qualifying Life Events Include:

- Birth/Adoption of child (supporting document: birth certificate)
- Marriage (supporting document: marriage certificate)
- Divorce (supporting document: QDRO or final divorce decree)
- Loss of Coverage (supporting document: HIPAA notice or employer letter)

If you do not notify the benefits department within 30 days, you will not be eligible to make changes to your benefits plan until open enrollment.

Open enrollment is annually from May 1st through May 31st and the changes take effect July 1st plan year.

If you have any questions about your benefits, benefit changes or payment arrangements while out on leave, please contact the benefits office:

benefits@providenceri.gov

Phone: 401-680-5616, option 2

Fax: 401-272-0867