



Appendix B

Insurance/Flexible Benefits

All new eligible employees must receive a benefits packet containing information and enrollment documents. These documents must be completed within 30 calendar days from the employee's date of hire (or date of first eligibility) to enroll in the following insurance/flexible benefits plans:

- Accident Insurance
- Accidental Death & Dismemberment Insurance
- Critical Illness Insurance
- Dental Insurance
- Long-Term Care Insurance
- Long Term Disability Insurance
- Medical Insurance
- Term Life Insurances
- Vision Insurance
- Tax Saver Flexible Benefits Plan
 - Premiums Only Plan
 - Health Care Spending Account
 - Dependent Care Spending Account

Employees who elect to enroll in any of the above plans must complete and return the applicable enrollment forms to the office of Human Resource Management, Benefits Service Center, 110 Thomas Boyd Hall, Baton Rouge, LA 70803, within 30 calendar days of their date of hire (or date of eligibility). The employee is responsible for verifying that the correct premiums are being withheld from their paycheck. (See Benefits summary booklet for effective dates of coverage.)

If an employee does not enroll in health, dental, and/or vision insurance, accident, critical illness and/or flexible benefit plans during the initial eligibility period, he/she may enroll within 30 days of a qualified family status change or during annual enrollment (October). Employees may apply for any financial protection plan time during the year; however, approval for medical insurance will be subject to evidence of insurability.