

Income Protection Program (Long-Term) – Additional Coverage

To enroll for Additional Coverage (Long-Term) to protect salary above \$50,000:

- Return a completed Income Protection Enrollment Form to the Human Resources Department, Benefits Division

Important Eligibility Information:

- If your Enrollment Form is received **within 31 days** from the later of:
 - 1) the date you completed 6 months of service, or
 - 2) the date your annual earnings exceed \$50,000,then you will be enrolled for additional coverage without Evidence of Insurability.
- If your Enrollment Form is received **more than 31** from the later of:
 - 1) the date you completed 6 months of service, or
 - 2) the date your annual earnings exceed \$50,000,then you must submit an Evidence of Insurability form to the Human Resources Benefits Division (please mark “Confidential”) for approval. If your enrollment for additional coverage is approved, your corresponding payroll deductions will be initiated.

Please call Human Resources Department Benefits Division at 501-7302 if you have questions.