## Policy #45-2

### Purpose:

This policy applies whenever a subscriber requests an enrollment change or election change outside of the Public Employees Benefits Board (PEBB) annual open enrollment.

### Policy:

1. The PEBB Program and employing agencies shall use Addendum 45-2A when processing a subscriber’s request to change his or her enrollment or his or her dependent’s enrollment under a group health plan (medical or dental).
2. The PEBB Program and employing agencies shall use Addendum 45-2A when processing an employee’s request to change his or her election under the state’s salary reduction plan.
3. A PEBB subscriber shall use Addendum 45-2A when determining if he or she is allowed to change enrollment in a group health plan (medical or dental) or change an election under the state’s salary reduction plan.