

WHEN TO CONTACT THE BENEFITS SERVICE CENTER

Contact the Benefits Service Center, (225)578-8200, within 30 days if you face any of the following events:

- Dependent Newly Eligible for Insurance
 - Marriage
 - Birth of a Child
 - Adoption of a Child
 - Custody of a Dependent
- Dependent No Longer Eligible for Insurance
 - Child Reaches Age 21 (age 24 if enrolled in college)
 - Marriage of Child
 - Divorce
 - Loss of Custody of Dependent
 - Death of Dependent
- Name Change
- Change of Home or Mailing Address
- Change in Employment Status of You or Your Spouse
(for example, you drop below 75 percent effort)
- Change in Beneficiary
- Leave Without Pay (for more than one pay period)
- Sabbatical Leave
- Ending Your LSU Employment
- Retirement
- Due to a change in dependent care provider

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Information contained in this booklet does not create any contractual rights for University employees beyond those rights already existing under individual contracts and under federal and state law.

Because the University is the initiator of change and is also subject to various external, legal and regulatory forces requiring change, the information in this booklet will be revised as the University determines that conditions warrant the change.

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