**WAIVER OF COVERAGE**

Haverhill Public Schools *Benefits*

All new benefit eligible employees have ten (10) days from the date of hire to enroll in or waive the GIC health insurance and thirty (30) days from the date of hire to enroll in or waive the dental and life insurance.

If you choose not to enroll within the then (10) or thirty (30) day enrollment period, your next opportunity to enroll will be during the annual open enrollment period. Open enrollment is normally held for one month from April to May with an effective date of July 1st. You may also be eligible to enroll if you experience a qualifying event (marriage, divorce, birth, loss of coverage or gain access to coverage); however, you must enroll with in sixty (60) days of the qualifying event for the GIC health insurance and within thirty (30) days of the qualifying event for dental insurance. You also must provide proof of the event.

Any questions and completed forms may be addressed to Christine McAuliffe, Benefits Specialist, Haverhill Public Schools, 4 Summer Street, Room 104, Haverhill, MA 01830, [cmcauliffe@haverhill-ps.org](mailto:cmcauliffe@haverhill-ps.org) or 978-420-1964.

I hereby certify that I have been given the opportunity to enroll in the City of Haverhill’s GIC health insurance, dental and life insurance coverage and at this time have declined the following coverage(s).

\_\_\_\_\_\_ I have declined to accept the GIC health insurance coverage.

Reason for declining health insurance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ I have declined to accept the dental insurance coverage.

\_\_\_\_\_\_ I have declined to accept the life insurance coverage.

Print Name

Signature Date