



### CONTINUATION OF BENEFITS REFORM ACT (COBRA)

Virginia Wesleyan College complies with the federal Continuation of Benefits Reform Act (COBRA) and as such, offers the same group benefits to employees and/or their dependents when they would otherwise lose their group coverage due to a qualifying event. Qualifying events are defined as termination of employment (unless termination is for gross misconduct), reduction of work hours, your death, your divorce or legal separation, loss of dependent coverage due to your eligibility for Medicare, your dependent child ceases to be eligible under plan guidelines.

In accordance with IRS guidelines, in coordinating COBRA with the Family and Medical Leave Act (FMLA), a qualifying event for an employee who is under FMLA leave occurs if the following three conditions are met:

1. The employee (or spouse or dependent) is covered by the employer's group health plan on the day before the first day of FMLA leave.
2. The employee does not return to work at the end of FMLA leave.
3. The employee would, in the absence of COBRA, lose coverage under the health plan before the end of the maximum coverage period provided by COBRA.

If all three conditions are met, a qualifying event occurs on the last day of FMLA leave.

It is the employee's responsibility to notify Human Resources of a COBRA qualifying event.

Once the employee has notified Human Resources of a qualifying event, it is the responsibility of Human Resources to send the appropriate notification and election forms to the employee (or spouse or dependent).