

PROCEDURE NO. 4-10-54

ISSUED: 07-01-19

REVISED: 10-01-23

REVIEWED: 12-27-24

SUBJECT: Health Insurance Subsidies

PURPOSE: To carry out the mandate of the Office of Human Resource Policy No. 4.

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Woodhaven offers health insurance benefits to all full time employees who are scheduled 30 hours or more per week.

**TERMINATION OR LOSS OF FULL TIME STATUS** – If an employee returns to work or returns to full-time status within thirteen (13) weeks of their employment termination date, they can elect to reinstate their coverages on the 1<sup>st</sup> day of the month following their return to work or full time status. The employee must elect the exact same coverages they had prior to the termination or part time status date.

Approved by: \_\_\_\_\_  
Human Resource Director

Date: \_\_\_\_\_