

February 1, 2008

# Participating in Healthcare Benefits MMC



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# Participating in Healthcare Benefits

*This section explains which employees are eligible to participate in the MMC healthcare benefits. This section also explains which family members are eligible to participate in the healthcare plans.*

## Participation Information for Non-Employees

For the healthcare plans that provide benefits for those who are not current employees (such as post 65 retirees), the eligibility and participation information is generally contained in the section that describes the applicable benefit. However, information on pre 65 retiree medical coverage can be found in the section called *Participating in Pre-65 Retiree Medical Coverage*.

"You," "Your," and  
"Employee"

As used throughout this Handbook, "employee", "you" and "your" always mean:

- For MMC participants: a U.S. salaried employee of MMC or any subsidiary or affiliate of MMC (other than Kroll, Inc. and any of its subsidiaries).
- For Kroll participants: a U.S. full-time regular employee of Kroll, Inc and any of its subsidiaries

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## Eligible Employees

To be eligible for the MMC healthcare benefits described in this Benefits Handbook you must meet the eligibility criteria listed below.

### ***Eligibility***

If you are an employee of MMC or any subsidiary or affiliate of MMC and you meet the requirements set forth below, you become eligible on your eligibility date.

You can also cover your eligible family members.

Approved opposite gender or same gender domestic partners are eligible for coverage under this Plan.

### ***Eligibility Requirements***

#### ***Eligible MMC Employees (other than Kroll)***

You are eligible if you are an employee classified on payroll as a U.S. salaried employee of MMC or any subsidiary or affiliate of MMC (other than Kroll, Inc., and any of its subsidiaries).

MMC employees who are classified on payroll as hourly employees or who are compensated as independent contractors are not eligible to participate.

#### ***Eligible Kroll Employees***

You are eligible if you are classified on payroll as a U.S. full-time regular employee of Kroll, Inc. or any of its subsidiaries. You are considered “full-time” if you are generally scheduled to work 35 hours or more per week.

Kroll employees who are classified on payroll as contingent or part-time employees or who are compensated as independent contractors are not eligible to participate.

## Your Eligibility Date

### ***Eligibility Date for MMC Employees (other than Kroll and Marsh)***

There is no waiting period if you are actively at work. Your eligibility date is the first day you are actively at work on or after your date of hire.

### ***Eligibility Date for Kroll Employees***

There is a 30-day waiting period after your date of hire. Your eligibility date is the 31st calendar day from your date of hire (the date your active work status began). For example, if you began your active work status on your date of hire on August 1, your eligibility date is August 31.

### *Eligibility Date for Marsh Employees*

There is a 30-day waiting period after your date of hire for medical and dental plan benefits. Your eligibility date is the 31<sup>st</sup> calendar day from your date of hire (the date your active work status began). For example, if you began your active work status on your date of hire on August 1, your eligibility date is August 31.

There is no waiting period for vision benefits if you are actively at work. Your eligibility date is the first day you are actively at work on or after your date of hire.

## Eligible Family Members

If you are an eligible employee, you may enroll eligible family members for coverage under certain MMC healthcare benefit plans.

To enroll your family members for any MMC healthcare benefit

- you must meet the employee eligibility requirements for the plan,
- the family members you want to cover must meet the eligibility requirements for the plan, and
- the benefit plan must provide coverage for the eligible family member you wish to cover.

### Is evidence of insurability required for coverage?

No, evidence of insurability is not required for coverage under the MMC healthcare plans.

## Spouses and Domestic Partners

Adding a spouse or same gender or opposite gender domestic partner to certain benefits coverage is permitted upon employment or during the Annual Enrollment period for coverage effective the following January 1<sup>st</sup> if you satisfy the plans' criteria, or immediately upon satisfying the plans' criteria if you previously did not qualify. To obtain spousal or domestic partner coverage, you will need to complete an Affidavit of Eligible Family Membership via MMC Benefits Online declaring that:

### Spouse / Domestic Partner

- You have already received a marriage license from a U.S. state or local authority, or registered your domestic partnership with a U.S. state or local authority; or
- Spouse Only
- Although not registered with a U.S. state or local authority, your relationship constitutes a marriage under U.S. state or local law (e.g. common law marriage or a marriage outside the U.S. that is honored under U.S. state or local law).

- Domestic Partner Only
- Although not registered with a U.S. state or local authority, your relationship constitutes an eligible domestic partnership. To establish that your relationship constitutes an eligible domestic partnership you and your domestic partner must:
  - be at least 18 years old
  - not be legally married, under federal law, to each other or anyone else or part of another domestic partnership during the previous 12 months
  - currently be in an exclusive, committed relationship with each other that has existed for at least 12 months and is intended to be permanent
  - not be Medicare eligible
  - currently reside together, and have resided together for at least the previous 12 months, and intend to do so permanently, and
  - have agreed to share responsibility for each other's common welfare and basic financial obligations
  - not related by blood to a degree of closeness that would prohibit marriage under applicable state law.
- MMC reserves the right to require documentary proof of your domestic partnership at any time, for the purpose of determining benefits eligibility. If requested, you must provide documents verifying either the registration of your domestic partnership with a state or local authority or your cohabitation and/or mutual commitment.

Once your Affidavit of Eligible Family Membership is completed and processed, you may cover the dependent child(ren) of your spouse or domestic partner.

**My spouse or domestic partner also works for the Company; can I still cover my spouse or domestic partner under my healthcare plans?**

You can cover your spouse or domestic partner as a family member under your healthcare plans, or your spouse or domestic partner can elect separate employee coverage. You or your spouse or domestic partner can't be covered as both an employee and a family member under the same Company healthcare plans.

## Children

If you are enrolled for coverage, you can cover:

- your natural child
- the child of an approved domestic partner
- your stepchild
- a child for whom you are the legally appointed guardian with full financial responsibility
- your unmarried child over the limiting age, who is incapable of self support by reason of a total physical or mental disability as determined by the Claims Administrator
- your legally adopted child or child placed with you for adoption

### ***Eligibility for Children***

For your child to be covered, your child must be:

- dependent on you for maintenance and support, and
- under 19 years of age, or
- under 25 years of age if a full-time student in college or other accredited institution (generally those with 12 or more accredited hours of course work per semester, or full-time as determined by the school) and not employed on a full-time basis, and
- unmarried

The Company has the right to require documentation to verify dependency (such as a copy of the court order appointing legal guardianship). Company healthcare plan coverage does not cover foster children or other children living with you, including your grandchildren, unless you are their legal guardian with full financial responsibility—that is, you or your spouse claims them as a dependent on your annual tax return.

### ***My spouse or domestic partner also works for the Company; can we both cover our child?***

Your child can be covered under either your coverage or your spouse's or domestic partner's coverage, but not both. To be covered, your child has to meet the dependent child eligibility requirements.

#### When Children Become Ineligible

If your covered child no longer meets the eligibility requirements, you must remove your child from coverage by signing in to MMC PeopleLink's MMC Benefits Online.

- No refund of contributions will be paid beyond the date eligibility ceases.
- If you fail to remove your child from coverage and any claims are paid for expenses incurred after the date eligibility ceases, you and your family must reimburse the Plan for these claims.

### ***I am divorced and do not have sole custody of my child; can I still cover my child under the healthcare plans?***

You can still cover your child if:

- dependent on you for maintenance and support, and
- under 19 years of age or
- under 25 years of age if a full-time student in a college or other accredited institution (generally those with 12 or more accredited hours of course work per semester, or full-time as determined by the school) and not employed on a full-time basis and
- unmarried.

### ***Can I cover my disabled child?***

You can cover your disabled child over the limiting age. To be eligible for coverage, your child has to be an unmarried child incapable of self support by reason of a total mental or physical disability, as determined by the Claims Administrator.

In order to register a child as disabled, you must fill out the “Statement of Family Members Eligibility Beyond Limiting Age Due to Disability” form and return the form to the Claims Administrator no later than 30 days after the disabled child's coverage would otherwise end. The Claims Administrator will review the request for disabled status and will notify the Company and the employee whether the child is determined as disabled. If approved, eligibility records will be adjusted to allow for coverage beyond age 19 or 25 as long as the child meets the remaining eligibility requirements.

Your child’s disability has to begin before the date eligibility would otherwise end.

If approved, eligibility records will be adjusted to allow for coverage beyond the limiting age as long as the child meets the remaining eligibility requirements.

Your child also has to be covered under the MMC healthcare plan that you are covering the child under before the limiting age.

### ***Can I cover my grandchild?***

You cannot cover your grandchild unless you are the legally appointed guardian or you have legally adopted the child, and the child resides with you.

#### **My dependent child is having a baby; what will be covered?**

If your daughter is covered under an MMC medical plan, she is covered for maternity benefits, which include delivery of the baby. Unless the newborn meets the definition of an eligible child and is covered under the MMC healthcare plan, medical care for the newborn, whether in or out of the hospital is not covered.

***Can I cover my child, over 19 years of age, who is temporarily out of school?***

If your child is temporarily out of school for the summer or other school breaks, you can continue coverage as long as your child still meets the definition of an eligible child.

You can continue this coverage regardless of whether or not your child is employed during the school breaks.

***Can I cover my child who permanently leaves school?***

You can continue to cover your child through the end of the month in which your child leaves school, as long as your child continues to meet the eligibility requirements.

When your child no longer meets the eligibility requirements, you must remove your child from coverage by accessing MMC PeopleLink's MMC Benefits Online. No refund of contributions will be paid beyond the date eligibility ceases. If you fail to remove your child from coverage and any claims are paid for expenses incurred after the date eligibility ceases, you and your family must reimburse the Plan for these claims.

***Can I cover my married child who is still dependent on me?***

No, you cannot cover a married child, even if the child is dependent on you.

You must remove your child from coverage effective the date of the child's marriage by accessing MMC PeopleLink's MMC Benefits Online. No refund of contributions will be paid beyond the date eligibility ceases. If you fail to remove your child from coverage and any claims are paid for expenses incurred after the date eligibility ceases, you and your family must reimburse the Plan for these claims.

***Can I cover my child when a Qualified Medical Child Support Order (QMCSO) is in effect?***

In order to add a child as required by a Qualified Medical Child Support Order, submit the QMCSO to the MMC Global Benefits Department for validation. If the QMCSO is determined to be complete and valid, you will be notified and your child will be added to your coverage.

## Enrollment

For all of the MMC healthcare benefits except for the Vision Discount Program, you must formally enroll to participate. You can enroll for coverage by accessing MMC PeopleLink's MMC Benefits Online, at [www.mmcpoplelink.com](http://www.mmcpoplelink.com). You must enroll within 30 days of the date you become eligible or during Annual Enrollment. You may be able to make changes to your elections during the plan year if you have a qualified family status change.

### Automatic Enrollment

You do not need to enroll for the Vision Discount Program. If you are an eligible, active employee your participation begins automatically.

## Costs

The cost of your coverage under each of the healthcare plans is listed in the sections that describe each plan.

### ***Will my costs change?***

Your costs for coverage may change. Generally, these changes occur each January 1.

The Company reserves the right to change the amount you are required to contribute at any time.

## ***Taxes***

### ***Do I pay for my healthcare coverage with before-tax or after-tax dollars?***

You pay for your coverage (other than coverage for a domestic partner and his/her approved dependent child(ren)) with before-tax dollars.

### ***What effect does paying for coverage on a before-tax basis have on my other benefits?***

None. Your annual base salary will be used to calculate all salary related benefits.

### ***What effect does paying for coverage on a before-tax basis have on my paycheck?***

Paying for coverage on a before-tax basis means that the amount you pay toward your healthcare coverage comes out of your pay before taxes are withheld, so you are paying taxes on a lower amount of salary. Your take-home pay is higher than it would be if you paid for your coverage on an after-tax basis.

### ***What effect does paying for my coverage on a before-tax basis have on my Social Security benefit?***

Your Social Security benefits may be slightly reduced because you pay for coverage on a before-tax basis. This is because your Social Security is based on your taxable pay, and your taxable pay is reduced by the amount you pay for healthcare coverage.

### ***Are contributions for an approved domestic partner and child(ren) of an approved domestic partner made on a before-tax basis?***

Your contribution to cover a domestic partner and the dependent child(ren) of a domestic partner is the same as the cost to cover other eligible family members. However, because of IRS requirements, these contributions will be made on an after-tax basis—even for coverage that would in most cases be paid on a before-tax basis. Additionally, the difference between the cost of coverage and your contributions could be imputed as taxable income to you.

An exception applies if you domestic partner and the child(ren) of a domestic partner are your tax dependents. If your partner (or his or her child(ren)) qualifies as a dependent under IRS Section 152 and IRS Publication 501, your contributions for domestic partner coverage will be on a before-tax basis, and imputed income would not apply.

### ***What is imputed income and why am I taxed on it for domestic partner coverage?***

Under current tax laws, the Company's cost for providing healthcare coverage to domestic partners results in "imputed income" to you; you must pay tax on this income. The full cost of domestic partner coverage (both the employee and employer contributions to coverage) is subject to federal, Social Security (FICA) and if applicable, state and local income taxes.

Your amount of imputed income equals the full cost to cover your partner (and/or partner's child(ren)) less your after-tax contribution to cover that person. Your dollar amount of imputed income is calculated every payroll cycle and is reflected on your semi-monthly electronic pay check. It is also reported on your year-end W-2 Form as a component of taxable income from the Company.

Tables in each of the sections describing an affected healthcare plan show the imputed income amounts.

If your domestic partner (or his or her child(ren)) qualifies as a dependent under Internal Revenue Code Section 152 and IRS Publication 501, imputed income does not apply.

### ***If my approved domestic partner meets the criteria under Internal Revenue code Section 152 and Publication 501, how do I start having contributions made on a before-tax basis and have imputed income stopped?***

You must complete the Declaration of Domestic Partner's Tax Status and return it as the form instructs. You will be notified by the MMC Global Benefits Department if you qualify.

## **When Coverage Starts**

### ***Existing Employees***

If you are an existing employee and you experience a qualified family status change (such as marriage), your family member's coverage will become effective on the date of the event, if you enroll the family member within 30 days of the qualified family status change (60 days of the qualified family status change for medical plan changes).

### ***MMC New Hire (other than Kroll and Marsh)***

Your coverage will be effective on the first day you are actively at work on or after your date of hire, as long as you complete enrollment within 30 days of your eligibility date.

### ***Kroll New Hire***

Your coverage will be effective on the 31<sup>st</sup> calendar day from your date of hire (the date your active work status began), as long as you complete enrollment within 30 days of your eligibility date.

### ***Marsh New Hire***

Your coverage will be effective on the 31<sup>st</sup> calendar day from your date of hire for medical and dental plan benefits (the date your active work status began), as long as you complete enrollment within 30 days of your eligibility date.

Your coverage for vision benefits will be effective on the first day you are actively at work on or after your date of hire, as long as you complete enrollment within 30 days of your eligibility date.

#### What happens if I am not at work on the day my coverage is supposed to start?

- If you are a new hire and you are not actively at work on the day your coverage is supposed to begin, your coverage will be effective on your first day of employment when you are actively at work, as long as you complete enrollment within 30 days of your eligibility date.
- If you are an existing employee and you are not actively at work on the day your coverage is supposed to begin, your coverage will be effective on the day it is supposed to begin. If you are hospitalized on the day your coverage is supposed to begin and you had prior coverage, your prior plan would pay for the confinement and ancillary charges until discharge.

#### What happens if I am in the hospital when my coverage is supposed to start?

- If you are hospitalized on the day your coverage is supposed to begin, your coverage will start on the first day you are actively at work.
- If you had prior coverage, your prior plan would pay for the confinement and ancillary charges until discharge.

#### What happens if my family member is in the hospital when coverage is supposed to start?

If your family member is confined to a health care facility or home under a physician's care on the date coverage would otherwise become effective, your family member's medical coverage will begin the day after the hospitalization ends.

### ***When does my child's coverage start?***

A newborn natural child is eligible for coverage at birth. An adopted child is eligible for coverage on the day the child is placed for adoption or the date the adoption is finalized. A stepchild is eligible for coverage upon your marriage to his or her parent.

You must enroll your child within 30 days of the event that made the child eligible for coverage (within 60 days of the event for medical coverage). If you do not enroll the child within that period, you must wait until the next Annual Enrollment period to enroll your child.

### **If You Have Other Coverage**

If you or an eligible family member has coverage under the MMC healthcare benefits plans and coverage under another healthcare plan (such as a plan sponsored by your spouse's employer), MMC's benefits are "coordinated" with those provided by the other plan.

In addition to having your benefits coordinated with other group health plans, benefits from the MMC healthcare plans are coordinated with "no fault" automobile insurance and any payments recoverable under any workers' compensation law, occupational disease law or similar legislation.

### ***What is coordination of benefits?***

Coordination of benefits is what happens when a person is covered under more than one group plan.

You or a covered family member may be entitled to benefits under another group health plan (such as a plan sponsored by your spouse's employer) that pays part or all of your health treatment costs. If this is the case, benefits from the MMC healthcare plan will be "coordinated" with the benefits from the other plan. In addition to having your benefits coordinated with other group health plans, benefits from the MMC healthcare plan are coordinated with "no fault" automobile insurance and any payments recoverable under any worker's compensation law, occupational disease law or similar legislation.

When the MMC healthcare plan is primary, it pays benefits first without consideration of the other plan. After you receive payment from the MMC healthcare plan, you may then submit a claim to your secondary plan and possibly receive additional reimbursement. Reimbursement from your secondary plan depends on that plan's coverage levels and coordination of benefits rules. Reimbursements by both plans cannot exceed the full amount of covered expenses.

### ***How does coordination of benefits work when my spouse and I are covered under two plans?***

When you or your spouse is covered under two plans, there are certain rules that determine which plan pays its benefits first. The plan that covers you or your spouse as the employee pays its benefits before the plan that covers you or your spouse as a family member.

If it is determined that the other plan will pay first, the benefits payable under your MMC healthcare plan will be reduced by the amount or value of the services paid by the other plan.

You should submit your claims to the primary plan first. When you receive a payment from the primary plan, you should submit a claim form and a copy of the Explanation of Benefits to the secondary payer, for any additional benefit.

***How does coordination of benefits work when children are covered under two plans, and the parents are not divorced or separated?***

The benefit plan of the parent whose birthday falls earlier in the calendar year pays first. If both parents have the same birthday, the plan that has covered the child(ren) longer pays first. If the other plan does not have the parent birthday rule, the other plan's coordination of benefits rule applies.

You should submit your claims to the primary plan first. When you receive a payment from the primary plan, you should submit a claim form and a copy of the Explanation of Benefits to the secondary payer, for any additional benefit.

***How does coordination of benefits work when children of divorced parents?***

The plan that pays first is decided in this order:

- If a court decree has established financial responsibility for the child's health care expenses, and the plan of that parent has actual knowledge of those terms, the plan of the parent with this responsibility pays first.
- Next, the plan of the parent with custody of the child pays.
- Then, the plan of the spouse of the parent with custody of the child pays (if applicable).
- Then, the plan of the natural parent not having custody of the child pays.
- Then, the plan of the spouse of the parent not having custody of your child pays.

In the case of joint custody where there is no financial responsibility for a child's health care has been established by the court order, the plan of the parent whose birthday falls earlier in the year will pay first.

You should submit your claims to the primary plan first. When you receive a payment from the primary plan, you should submit a claim form and a copy of the Explanation of Benefits to the secondary payer, for any additional benefit.

***How does coordination of coverage work when one person is covered as the employee under two plans?***

If you are covered as the employee under two separate medical plans, the medical plan that has covered you for the longest time will be the primary plan and will pay its benefits first.

You should submit your claims to the primary plan first. When you receive a payment from the primary plan, you should submit a claim form and a copy of the Explanation of Benefits to the secondary payer, for any additional benefit.

***If I become disabled and eligible for coverage through Medicare, can I remain in my current MMC medical plan?***

If you become disabled and qualify for Medicare while on long term disability, you must sign up for Medicare coverage. Medicare will be the primary plan and your MMC medical plan coverage will be the secondary plan. The MMC plan will pay as if it is secondary even if you fail to sign up for Medicare.

You should submit your claims to the primary plan first. When you receive a payment from the primary plan, you should submit a claim form and a copy of the Explanation of Benefits to the secondary payer, for any additional benefit.

***If one of my covered family members become disabled and eligible for coverage through Medicare, but I'm still an active employee, can he or she remain covered by my MMC medical plan?***

While you are in active employment, your MMC medical plan is your primary plan, even if your family member is eligible for Medicare. If your family member is enrolled in Medicare, Medicare becomes the secondary plan for that family member.

***Dental Coverage***

In general, Medicare doesn't provide dental coverage.

But if there is an expense that both the Dental Plan and Medicare cover, the Dental Plan will pay benefits before Medicare.

***If I become injured or ill as a result of an accident caused by a third party, what happens to any payment I may receive?***

To the maximum extent permitted by law, the Plan is entitled to equitable or other permitted remedies, including a lien or constructive trust, to recover any amounts received as a result of a judgment, settlement or other means of compensation for conditions or injuries which have resulted in the payment of benefits under this Plan. This shall include, but is not limited to, damages for pain and suffering and lost income.

The Plan is entitled to recover these amounts from the participant, any covered family member or beneficiary, or any other person holding them, up to the amount of all payments made or payable in the future. The Plan has priority to any and all funds recovered in any full or partial recovery, including funds intended to compensate for attorney's fees and other expenses.

As a condition of receiving benefits under this Plan, you agree that:

- You will promptly notify the Claims Administrator of any settlement negotiations, settlement, or judgment in any litigation related to an event or condition for which you have received, or expect to receive, benefits under this Plan; and
- Future benefits (even for an unrelated event or condition) may be reduced by the amount of any judgment or settlement, or similar compensation which the Plan would be entitled to under the rules above but is unable to recover.

## Changing Levels of Coverage

You can change your level of coverage:

- during Annual Enrollment for coverage effective January 1
- within 30 days of certain qualified family status changes (60 days of the qualified family status change for medical plan changes).
- within 30 days of losing other coverage
- See the 'Life Events' section in the Handbook to determine whether your qualified family status change allows you to enroll, increase, decrease or discontinue coverage.

### Changes Must Be Consistent

Any changes you make in your MMC benefits following a qualifying change in status or losing other coverage must be consistent with that change in status.

## When Coverage Ends

MMC healthcare coverage ends on the first of the following to occur:

- the date you discontinue coverage
- the last date you've paid contributions (if you do not make the required contributions)
- the date you no longer meet the eligibility requirements
- the date you terminate your employment
- the date of your death
- the date the Plan is terminated

### ***How long can I cover my child?***

Generally, you can cover your child through the end of the calendar year in which your child reaches age 19. You may be able to extend coverage for your child up through the end of the month in which your child reaches age 25, as long as your child is:

- a full-time student (generally those with 12 or more accredited hours of course work per semester, or full-time as determined by the school), unmarried, and dependent on you for support, or
- disabled

Your child's coverage will stop upon the earlier of:

- reaching the maximum age for coverage or
- no longer meeting the Plan's eligibility requirements (such as your child leaving school).

If your child continues to be disabled over the age limit for coverage, your child may still be eligible to continue coverage.

If your child no longer meets the eligibility requirements above, you must remove your child from coverage by accessing MMC PeopleLink's MMC Benefits Online. No refund of contributions will be paid beyond the date eligibility ceases. If you fail to remove your child from coverage and any claims are paid for expenses incurred after the date eligibility ceases, you and your family must reimburse the Plan for these claims. Failure to timely remove your child may also result in missing the child's opportunity for COBRA continuation coverage.

### ***Can I continue coverage through COBRA?***

Yes, you can continue coverage under the MMC healthcare plans (except the Vision Discount Program) if you experience a COBRA qualifying event and register your event within the legally allowable time frame.

If you are eligible to retire you may elect retiree medical coverage in lieu of COBRA coverage.

### ***Can my domestic partner (or the child(ren) of my domestic partner) continue coverage through COBRA?***

Although not legally required to do so, Marsh & McLennan Companies extends COBRA continuation coverage to domestic partners of MMC employees and/or their dependent children who have been approved for coverage under the MMC healthcare plans. (A few medical plans may not extend COBRA to domestic partners or their children; refer to the specific medical plan section to learn about COBRA availability.)

This coverage may be changed or terminated by MMC at any time.

## Continuing Coverage

### Can I convert my MMC healthcare coverage to an individual policy when my coverage ends?

No, you can not convert your MMC healthcare coverage to individual policies when your coverage ends.

### About COBRA Coverage

COBRA coverage allows you and your covered family members to temporarily extend your current health coverage at group rates plus an administrative fee in certain circumstances when your coverage could otherwise end.

If you or one of your covered family members is losing health coverage because of a qualifying event, you can elect to continue coverage in these Company sponsored plans:

- medical
- dental
- vision
- Health Care Flexible Spending Account
- Limited Purpose Health Care Flexible Spending Account
- Employee Assistance Program (EAP)

To continue coverage, you and/or your covered family members must be enrolled in these plans on the date of the qualifying event.

The length of time you can continue coverage depends on the type of qualifying event.

You must enroll within a specified time period to continue coverage.

Coverage continuation for domestic partners varies depending on the medical plan in which you're enrolled.

### Will my annual deductible or out-of-pocket maximum under my medical or dental plan count towards the deductibles and out-of-pocket maximums under COBRA?

Amounts you have paid toward your deductible or out-of-pocket limit under your medical and dental plan as an active employee (or covered family member) will be credited toward your COBRA deductible or out-of-pocket limit in the same calendar year. For example, if your annual deductible for a medical plan is \$300, and you paid \$160 toward this deductible before your qualifying event, your COBRA deductible for the rest of the calendar year will be \$140. Starting with the next calendar year, your COBRA deductible will again be \$300.

## COBRA Eligibility and Enrollment

You are eligible for COBRA coverage if you are enrolled in a Company-sponsored medical plan, dental plan or health care flexible spending account and lose coverage due to a qualifying event.

### ***Qualifying for Coverage/Qualifying Events***

You and your covered family members can continue medical and/or dental coverage for up to 18 months if:

- your employment terminates, unless you were terminated because of gross misconduct
- you experience a reduction in hours

Although not required by law, MMC currently allows you to continue medical and/or dental coverage for up to 18 months if your status is changed to hourly from salaried.

Your covered family members can continue coverage for up to 36 months if:

- you become divorced or legally separated
- you die while you are covered under an eligible plan
- your family member no longer qualifies as an eligible family member
- you are a retiree who participates in a Company medical plan and the Company files for bankruptcy

The coverage period for eligible family members may be longer if you enroll in Medicare while covered by COBRA. If you experience an employment termination or a reduction of hours following Medicare enrollment, your spouse and dependent child(ren) who are your covered family members may elect COBRA coverage for up to 36 months from the date of Medicare enrollment or 18 months from the employee's termination or reduction in hours, whichever is longer.

***Periods of Coverage:***

Qualifying Events	Covered Family Members	Coverage
<ul style="list-style-type: none"> <li>▪ Termination of employment</li> <li>▪ Reduction of hours</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employee</li> <li>▪ Spouse</li> <li>▪ Dependent child</li> </ul>	18 months*
<ul style="list-style-type: none"> <li>▪ Employee enrolled in Medicare</li> <li>▪ Divorce or legal separation from employee</li> <li>▪ Death of covered employee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Spouse</li> <li>▪ Dependent child</li> </ul>	36 months
<ul style="list-style-type: none"> <li>▪ Loss of “dependent child” status</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dependent child</li> </ul>	36 months

\* In the case of individuals who are determined by the Social Security Administration to be disabled when they leave MMC or within the 60-day COBRA election period, special rules may apply to extend coverage by an additional 11 months for the disabled individual and other individuals who are qualified beneficiaries with respect to the same qualifying event.

Participants in the Health Care Flexible Spending Account may be eligible for COBRA coverage. This COBRA coverage may continue only until the end of the calendar year in which the qualifying event occurs and may not be continued into the next calendar year.

You can continue your Health Care Flexible Spending Account for the balance of the calendar year if you go on an unpaid leave of absence or terminate employment.

You can continue coverage under the Employee Assistance Plan through COBRA if you experience a COBRA qualifying event and register your event within the legally allowable time frame.

***Qualifying Event—Termination of employment******COBRA Due to Termination*****How long is COBRA coverage available if I lose my job?**

COBRA coverage is available for up to 18 months if your employment ends for any reason, unless you lost your job because of gross misconduct. COBRA coverage can be extended if there is a second qualifying event during the COBRA continuation period.

***Disabled at Termination*****If I’m totally disabled when I leave the Company, is there any difference in my COBRA coverage?**

Yes. If you are disabled according to the Social Security Administration when you leave MMC or become disabled according to the Social Security Administration within the 60-day COBRA election period, you and your covered family members can extend your COBRA coverage for an additional 11 months, for a total of 29 months from termination.

Note that your premiums are increased to 150% of the full group rate for those additional 11 months from the beginning of the 19th month through the end of the 29th month.

If a second qualifying event occurs within the first 18 months of the COBRA coverage, you pay the full group rate on an after-tax basis plus an additional two percent for administrative expenses from the beginning of the 19th month through the end of the 36th month. If a second qualifying event occurs within the 19th through 29th month of COBRA coverage extended for disability, your premiums will be increased by an additional 50 percent through the end of the 36th month.

### *Family or Medical Leave of Absence under FMLA*

#### **What happens if I take a family or medical leave of absence under FMLA?**

Taking a family or medical leave of absence under the Family and Medical Leave Act (FMLA) usually will not constitute a qualifying event. A qualifying event occurs, however, if 1) you do not return to employment with the Company after the end of the FMLA leave and 2) without COBRA coverage, you or your covered family member would lose coverage before the end of the maximum coverage period.

### *Absence Due to Military Service*

#### **How will my absence from employment because of military service affect my coverage?**

Your absence from employment because of military service is not a qualifying event under COBRA; however, you may elect to continue existing coverage for up to 18 months under the Uniformed Services Employment and Reemployment Rights Act (USERRA). For an absence of more than 30 days, you are not required to pay more than 102% of the full group rate. However, if our leave of absence is less than 31 days, you may not lose your coverage and will not have to pay more than the active employee contribution.

### *Company Involved in a Merger or Asset Sale*

#### **What happens to my coverage if the Company is involved in a merger or asset sale?**

Special rules, policies and practices may apply if coverage is lost if the Company is involved in a merger or asset sale. You may be entitled to COBRA coverage from a buyer or the Company, depending on the transaction. A stock sale, however, is not a qualifying event for employees who continue their jobs after the sale, or for their family members.

### *COBRA Notification*

#### **When will I be notified about COBRA eligibility after my coverage ends because my employment terminates?**

The Company has 30 days to notify its COBRA Administrator of your termination of employment. You and your covered family members will be sent written notification of your COBRA eligibility within 14 days of the date the Company's COBRA Administrator has been notified of your termination of employment.

If you were terminated because of gross misconduct, neither you nor your covered family members will be eligible for COBRA.

## ***Qualifying Event—Reduction in hours***

### *Reduction in Hours*

#### **Can I continue my coverage under COBRA if I lose health coverage as a result of a reduction in hours?**

Yes, you can continue coverage for you and your covered family members under COBRA for up to 18 months if your hours are reduced, and you are no longer eligible for coverage under a Company-sponsored medical plan, dental plan or Health Care Flexible Spending Account. COBRA coverage can be extended if there is a second qualifying event.

### *Determination of COBRA Eligibility Due to a Reduction in Hours*

#### **When will I be eligible for COBRA coverage because of a reduction in hours?**

You will be eligible for COBRA coverage if you experience a loss of coverage under your plan because of a reduction of hours; such as an absence from work due to disability, a temporary layoff or any other reason other than FMLA leave and your employment is not terminated.

### *Change from Salaried to Hourly Status*

#### **Can I continue my coverage under COBRA if I lose health coverage as a result of a change in my employment status from salaried to hourly?**

Although not required by law, MMC currently allows you to continue coverage for you and your covered family members under COBRA for up to 18 months if your employment status is changed and you are no longer eligible for coverage under a Company-sponsored medical plan, dental plan or Health Care Flexible Spending Account. Your continuation coverage can be extended if there is a second qualifying event.

### *Non-resident alien*

#### **Can I continue my coverage under COBRA if I am a non-resident alien employee of MMC?**

No, you are not eligible for COBRA coverage if you are a non-resident alien employee of MMC who received no earned income from MMC that constituted income from sources within the United States. Your spouse and dependent children will not be eligible for COBRA coverage through your status as an MMC employee either.

### *COBRA Notification*

#### **When will I be notified about COBRA eligibility after my coverage ends because of a reduction in hours or a change from salaried to hourly status?**

The Company has 30 days to notify its COBRA Administrator of your reduction in hours or change from salaried to hourly status. You and your covered family members will be sent written notification of your COBRA eligibility within 14 days of the date the Company's COBRA Administrator has been notified of your reduction in hours or change in employment status.

## ***Qualifying Event—Medicare Entitlement***

### ***COBRA Eligibility for Family Members Due to Medicare Entitlement***

#### **What happens if I terminate employment and elect COBRA for myself and my family. Then, during the 18-month COBRA period, I become covered by Medicare?**

Your COBRA coverage will end when you enroll in Medicare. Your family members will be able to continue their coverage for 36 months from the date of the original qualifying event (which was your termination of employment).

### ***COBRA Eligibility for Active Employees Enrolling in Medicare***

#### **If I am an active employee who enrolls in Medicare, will I be entitled to COBRA continuation coverage?**

No, an active employee's enrollment in Medicare is not a qualifying event that gives rise to COBRA eligibility. However, COBRA coverage is available for you and your covered family members if you subsequently experience a qualifying event (such as, termination of employment or reduction in hours).

The maximum coverage period for eligible family members ends on the later of:

- 36 months from Medicare entitlement or
- 18 months (29 months if there is a disability extension) from the qualifying event

## ***Qualifying Event—Family Member No Longer Qualifies as an Eligible Family Member***

### ***Dependent child reaching maximum age***

#### **If my dependent child reaches the maximum age allowed under my plan, can my child continue coverage under COBRA?**

Yes, your child can continue coverage under COBRA for up to 36 months, if your child reaches the maximum age under your plan.

If you are an active employee, a notification reminding you to report the COBRA qualifying event will automatically be sent to the Company's COBRA Administrator at the end of the month in which your dependent child turns 25. If your child loses eligibility before age 25, you must register the event.

### ***Dependent Child Getting Married***

#### **If my child gets married, is my child eligible for COBRA coverage?**

Yes, your child is eligible for COBRA for up to 36 months if your child is no longer eligible for coverage because of your dependent child's loss of dependent status.

### *Family Members Lose Coverage at Annual Enrollment*

#### **If I drop my family member coverage during Annual Enrollment, are my family members eligible for COBRA coverage?**

No. If you drop your family member coverage during Annual Enrollment, your family members are not eligible for COBRA coverage, because Annual Enrollment is not a qualifying event. You also cannot remove a family member from your coverage in anticipation of a qualifying event, such as a divorce.

Your family members are eligible for COBRA coverage if they are covered by the plan when you lose your coverage, or if they lose coverage because they are no longer eligible family members and you register the qualifying event.

### *Family Member Joining Military*

#### **If my dependent family member enters the military, is he or she eligible for COBRA coverage?**

No. Your family member isn't eligible for COBRA after entering the military because your family member has not experienced a qualifying event.

### *Length of COBRA Continuation Coverage for Family Members*

How long does COBRA coverage last for my family members if they do not qualify for coverage under my plan any longer?

Your family members can continue COBRA coverage for up to 36 months after they are no longer considered eligible for coverage due to a qualifying event, such as your divorce or legal separation or a dependent child's loss of student status.

### *Notification to Employer of Family Member Loss of Eligibility*

#### **When do I have to provide notification that my family member isn't eligible for coverage any more?**

You or a family member must notify the Company of a divorce, legal separation or a child losing dependent status under the applicable plan within 60 days of the qualifying event.

There are two ways to notify the Company and be eligible for COBRA coverage:

- within 30 days of the event: by accessing MMC PeopleLink's My Benefits Online, or
- after 30 days, but within 60 days of the later of the qualifying event or loss of coverage: Contact your Human Resources representative in writing. **Note:** You will not be refunded any of your contributions if you notify the Company after 30 days

**Note:** If the Company is not notified within 60 days of the event, your family member who loses coverage will not be offered the option to elect COBRA coverage.

## *Family Member COBRA Notification*

### **When will my family members be notified about COBRA eligibility?**

The Company has 30 days to notify its COBRA Administrator of your qualifying event. You or your covered family member will be notified of the right to COBRA coverage within 14 days of the date the Company's COBRA Administrator has been notified of the qualifying event. A COBRA notification and enrollment form are mailed to you or your covered family members' last known address.

You must complete the COBRA enrollment form and return it as the form instructs.

You have 60 days from the later of (1) the date you receive notice of your right to COBRA coverage, or (2) the date coverage would otherwise end to elect COBRA.

### ***Qualifying Event—Divorce, Legal Separation, Termination of an Approved Domestic Partnership***

#### *Continuing Family Coverage Through COBRA After a Divorce or Legal Separation*

#### **If I get divorced or legally separated, can my family get coverage under COBRA?**

Yes, your spouse can continue coverage under COBRA when you are divorced or legally separated. If your children are no longer eligible dependents under the plan as a result of your divorce or legal separation, they can also continue coverage under COBRA if you register the event.

After a divorce or legal separation, COBRA coverage is available to your covered family members for up to 36 months.

#### **Special Note on Domestic Partners**

##### **Do all plans cover domestic partners under COBRA?**

Although not legally required to do so, Marsh & McLennan Companies extends COBRA continuation coverage to domestic partners of MMC employees and/or their dependent children who have been approved for coverage under the MMC Benefits Program. (A few medical plans may not extend COBRA to domestic partners or their children; refer to the specific medical plan section to learn about COBRA availability.)

## *Notification to Employer of Divorce, Legal Separation, or Termination of an Approved Domestic Partner*

### **When do I have to provide notification that I am getting a divorce, legal separation or terminating my domestic partnership?**

You or a family member must notify the Company of a divorce, legal separation or a child losing dependent status under the applicable plan within 60 days of the qualifying event.

There are two ways to notify the Company and be eligible for COBRA coverage:

- within 30 days of the event: by accessing MMC PeopleLink's My Benefits Online, or
- after 30 days, but within 60 days of the later of the qualifying event or loss of coverage: Contact your Human Resources representative in writing. **Note:** You will not be refunded any of your contributions if you notify the Company after 30 days

**Note:** If the Company is not notified within 60 days of the event, your family member who loses coverage will not be offered the option to elect COBRA coverage.

## ***Qualifying Event—Death***

### *Continuing COBRA Coverage for Family Members*

#### **If I die, can my family members continue their coverage under COBRA?**

Yes, COBRA coverage is available to your covered family members for up to 36 months after your death.

Although not legally required to do so, MMC allows any covered family members to continue medical and dental coverage at Company subsidized rates for one year after your death. The COBRA period will begin after that one-year period.

### *COBRA Notification*

#### **When will my family members be notified about COBRA eligibility after their coverage ends because of my death?**

The Company has 30 days to notify its COBRA Administrator of death. Your covered family members will be notified of the right to COBRA coverage within 14 days of the date of the Company's COBRA Administrator has been notified that the one year Company subsidized period ends. Your covered family members will be sent a bill each month for the first year of coverage before the COBRA period begins. Your covered family members will be notified of their right to COBRA.

## COBRA and Flexible Spending Accounts

### *What is the benefit of continuing contributions to my Health Care Flexible Spending Account or Limited Purpose Health Care Flexible Spending Account under COBRA?*

If you have an outstanding balance in your Health Care Flexible Spending Account or your Limited Purpose Health Care Flexible Spending Account when you experience a qualifying event, you can elect COBRA and continue to receive reimbursements from your Health Care Flexible Spending Account or Limited Purpose Health Care Flexible Spending Account until the end of the calendar year. You can continue to receive reimbursements after your active employee coverage ends.

For example, if you elected to contribute \$1000 to a Health Care Flexible Spending Account for the calendar year and incurred expenses of \$600 when your employment ended, you must elect COBRA continuation coverage in order for the additional \$400 you spend to be reimbursed.

**Note:** Contributions must be made on an after-tax basis, plus an additional two percent for administrative expenses will be charged.

## Employee Enrollment in COBRA Coverage

You must complete the COBRA enrollment form and return it as the form instructs.

You have 60 days to elect COBRA from the later of (1) the date you receive notice of your right to COBRA coverage, or (2) the date coverage would otherwise end.

### **Notification of Qualifying Event**

#### *When do I have to provide notification of a qualifying event?*

You or a family member must notify the Company of a divorce, legal separation or a child losing dependent status under the applicable plan within 60 days of the qualifying event.

There are two ways to notify the Company and be eligible for COBRA coverage:

- within 30 days of the event: by accessing MMC PeopleLink's My Benefits Online, or
- after 30 days, but within 60 days of the later of the qualifying event or loss of coverage: Contact your Human Resources representative in writing. **Note:** You will not be refunded any of your contributions if you notify the Company after 30 days

**Note:** If the Company is not notified within 60 days of the event, your family member who loses coverage will not be offered the option to elect COBRA coverage.

If you fail to register the event and any claims are paid for expenses incurred after the date coverage would normally be lost because of divorce, legal separation or a child losing dependent status, you and your family must reimburse the plan for these claims.

The Company has 30 days to notify its COBRA Administrator of the qualifying event. You or your covered family member will be notified of the right to COBRA coverage within 14 days of the date the Company's COBRA Administrator has been notified of the qualifying event. A COBRA notification and enrollment form are mailed to your or your covered family members' last known address.

### ***COBRA Effective Date***

#### ***When will my COBRA coverage begin?***

Once you choose COBRA, your COBRA coverage will be effective retroactive to the date you lost coverage.

You have to send your first payment for COBRA coverage within 45 days after you elected COBRA for your coverage to become effective. Your first payment has to include all of your back payments, beginning with the date you lost coverage because of a qualifying event, up to and including the month you send in your first payment.

### ***Missed Enrollment Period***

#### ***I didn't sign up for COBRA within the time limit; can I sign up now?***

No, you can't sign up for COBRA once the 60-day COBRA enrollment period ends.

#### ***If I do not continue all of the plans offered under COBRA, can I sign up for other plans later?***

You can still add other coverage if you are within the 60-day COBRA enrollment period. Once the 60-day COBRA enrollment period ends, you can add or change plans during the Annual Enrollment period as long as you continue to be a COBRA participant.

### ***Care Before Electing COBRA***

#### ***What happens if one of my family members or I need medical or dental care after the qualifying event occurs but before I elect COBRA?***

You will not have coverage until you or your covered family member elects COBRA and makes the required payments. Once the election and payments are made, your coverage will become effective, and any bills you received during this transition period will be processed under the rules for your plan as if you had coverage.

You may need to contact your plan to have your bills processed.

### ***Disabled Employee COBRA Eligibility***

*If I am totally disabled when I qualify for COBRA coverage, what is the COBRA coverage period?*

If you are disabled according to the Social Security Administration when you qualify for COBRA coverage or become disabled according to the Social Security Administration within the 60-day COBRA election period, you and your covered family members can extend your COBRA coverage for an additional 11 months, for a total of 29 months from your qualifying event.

Note that your premiums are increased to 150% of the full group rate for those additional 11 months from the beginning of the 19th month through the end of the 29th month.

If a second qualifying event occurs within the first 18 months of the COBRA coverage, you pay the full group rate on an after-tax basis plus an additional two percent for administrative expenses from the beginning of the 19th month through the end of the 36th month. If a second qualifying event occurs within the 19th through 29th month of COBRA coverage extended for disability, your premiums will be increased by an additional 50 percent through the end of the 36th month.

### ***Less Expensive Plan***

*Can I elect a less expensive plan now that I am eligible for COBRA coverage?*

No, you cannot change plans outside of an Annual Enrollment period. However, when an Annual Enrollment period is made available to similarly-situated active employees, you and each covered family member can elect separately the plans under which COBRA is continued.

### ***Revoking Waiver of COBRA Coverage***

*Can I revoke my waiver of COBRA coverage before the end of the 60-day COBRA election period?*

If you waive COBRA coverage during the 60-day election period, the waiver can be revoked at any time before the end of the election period. Revocation of the waiver is an election of COBRA coverage, although coverage need not be provided retroactively (that is, you may not be granted coverage from the date of your loss of coverage until the date you revoke your waiver).

### ***Re-enrolling in COBRA***

*Can I re-enroll in COBRA if I dropped COBRA coverage?*

You can re-enroll if you are still within the 60-day COBRA enrollment period. Once the 60-day COBRA enrollment period ends, you can't enroll or re-enroll for COBRA coverage.

## ***Coverage under Plan During COBRA***

*Will my coverage under my plan be the same while I am on COBRA coverage?*

Yes, your coverage through COBRA will be the same as provided under the plan to other similarly situated employees and subject to the same plan policies and limitations.

## ***ID Cards***

*Can I continue to use my ID card with COBRA?*

For most plans, the identification card you used as an active employee is still appropriate for use with your COBRA coverage.

You should confirm the status of your card with your health plan.

*How can I get ID cards for my covered family members?*

Contact your medical or dental plan, as applicable, for any health care plan ID cards you need.

## ***Enrolling a Family Member under Cobra***

*Do I have to enroll all my family members?*

No, you do not have to enroll all of your family members. Each eligible family member has the right to enroll for COBRA coverage. You can enroll as a family, but you do not have to.

*Can I enroll my domestic partner under COBRA coverage?*

Although not legally required to do so, Marsh & McLennan Companies extends COBRA coverage to domestic partners of MMC employees and/or their dependent children who have been approved for coverage under the MMC Benefits Program. (A few medical plans may not extend COBRA to domestic partners or their children; refer to the specific medical plan section to learn about COBRA availability.)

This coverage may be changed or terminated by MMC at any time.

*What is the COBRA coverage period if my family member is totally disabled when qualifying for COBRA coverage?*

If your family member is disabled according to the Social Security Administration when they qualify for COBRA coverage or become disabled according to the Social Security Administration within the 60-day COBRA election period, you and your covered family members can extend your COBRA coverage for an additional 11 months, for a total of 29 months from the qualifying event.

Note that your premiums are increased to 150% of the full group rate for those additional 11 months from the beginning of the 19th month through the end of the 29th month.

If a second qualifying event occurs within the first 18 months of the COBRA coverage, you pay the full group rate on an after-tax basis plus an additional two percent for administrative expenses from the beginning of the 19th month through the end of the 36th month. If a second qualifying event occurs within the 19th through 29th month of COBRA coverage extended for disability, your premiums will be increased by an additional 50 percent through the end of the 36th month.

## Changes While on COBRA

### *Can I make changes in my COBRA coverage during Annual Enrollment?*

Yes, you can make changes to your COBRA coverage during Annual Enrollment. You can make the same changes to coverage you would if you were an active employee. For example, you can elect a different medical or dental plan if available in your resident location. When making changes, make sure to complete the enrollment form and return it as the form instructs.

### *Once I enroll in COBRA can I change plans if I relocate?*

You can change plans if you move out of your medical service area after you choose your COBRA coverage. You have to notify the Company's COBRA Administrator within 30 days of the date of your relocation.

### *How do I change my address if I move?*

Once you are on COBRA, contact the Company's COBRA Administrator to register an address change. You may also want to notify your Human Resources representative as well so the Company's records will remain accurate.

## Paying for COBRA Coverage

The cost to you to continue coverage is the full group rate on an after-tax basis, plus an additional two percent for administrative expenses.

If your coverage is extended from 18 to 29 months for disability, the cost to continue coverage is the full group rate, plus an additional 50 percent because of higher medical costs as a result of disability.

You pay monthly for your COBRA coverage.

### *How is the cost of my COBRA coverage determined if I am or my covered family member is totally disabled?*

If you are disabled according to the Social Security Administration before you become eligible for COBRA or within the 60-day COBRA election period, you are entitled to continue your COBRA coverage for a total of 29 months. Your COBRA cost is determined this way:

- For the first 18 months of coverage, your COBRA cost would be 100% of the group rate, plus an additional 2% to cover the Company's administrative expenses
- For the 11 months of extended coverage because of your disability, your COBRA cost would be 150% of the Company group rate (assuming the disabled family member is included in that coverage under the plan).

### *When do costs change?*

Your COBRA costs may change:

- when the cost of the plan for all similarly-situated employees changes
- after you complete the first 18 months of COBRA coverage, if you are entitled to continue COBRA coverage because you are considered disabled by the Social Security Administration
- if you add or drop a family member and the coverage level changes

You will be sent a notification of any change in the cost of your COBRA coverage.

### *Where do I send my COBRA payments?*

Send your COBRA payments to the Company's COBRA Administrator. You should make your COBRA checks payable to COBRAServ.

### *When do I have to pay for coverage?*

You have to send your first payment for COBRA coverage within 45 days of your COBRA election. Your first payment has to include all of your back payments, beginning with the date you lost coverage because of a qualifying event, up to and including the month you send in your first payment. For example, if your coverage ended on June 30 and you return your election form on August 15, you have until September 30 to send in the back payment due for July, August and September, as well as October's payment. In this example, your payment would be for four months of COBRA coverage.

After you make your first payment, you have to make payments for the upcoming month's coverage by the date shown on your COBRA invoice.

### *What happens if I am already enrolled in COBRA and miss my payment deadline?*

If you miss your payment deadline, you have a grace period of 30 days. If you do not make your payment by the end of the grace period, your COBRA coverage will automatically end and will not be reinstated.

### *Can I have my family members' COBRA premiums deducted from my paycheck?*

No, you can't have COBRA premiums for family members deducted from your paycheck. You have to submit premium payments directly to the Company's COBRA Administrator by check.

### *If I am offered COBRA coverage because my status on the MMC payroll has been reclassified as hourly from salaried, can my COBRA premiums be deducted from my paycheck?*

No, you can't have your COBRA premiums deducted from your paycheck. You have to submit premium payments directly to the Company's COBRA Administrator by check.

### *Will I be sent a monthly bill in the mail?*

Yes, you will be sent a monthly COBRA bill at your last known address. However, if you do not receive the bill, you must still make payments by your due date in order for your coverage to continue. Neither the Company nor its COBRA Administrator are required to send bills for COBRA coverage.

## Extending Benefits Due to Disability

### *If a family member or I become totally disabled while on COBRA coverage, can we extend benefits?*

If you (or a family member) are disabled as determined by the Social Security Administration on the date COBRA coverage begins or within the first 60 days of COBRA coverage, your COBRA coverage can be extended for an additional 11 months, for a total of 29 months, or up to 36 months if there is a second qualifying event during the 29 month period.

Note that your premiums are increased by an additional 50 percent for the additional 11 months from the beginning of the 19th month through the end of the 29th month. If the second qualifying event occurs within the first 18 months of COBRA coverage, you pay the full group rate on an after-tax basis plus an additional two percent for administrative expenses from the beginning of the 19th month through the end of the 36th month. If a second qualifying event occurs within the 19th through 29th month of COBRA coverage extended for disability, your premiums will be increased by an additional 50 percent through the end of the 36th month.

If you or a family member becomes totally disabled after the first 60 days of COBRA coverage, you or that family member are not eligible for an 11-month COBRA disability extension.

### *When do I need to inform the Company of my disability?*

You must inform the Company's COBRA Administrator of the Social Security Administration's determination of disability within the first 60 days after the Social Security Administration's determination and before the end of the 18-month COBRA coverage period.

## Impact of Medicare Eligibility

### *I am currently on COBRA and turning age 65; what will happen to my COBRA coverage?*

If you are on COBRA coverage and enroll in Medicare Part A or B when you turn 65, your COBRA coverage will end. You can continue your COBRA coverage beyond age 65 and delay enrolling in Medicare. Your COBRA coverage will end when you actually enroll in Medicare, and your family members can continue COBRA coverage for themselves for 36 months from the date of the original qualifying event when you enroll in Medicare.

**Note:** Delaying enrollment in Medicare may result in late enrollment penalties. For each 12-month period that you could have enrolled in Medicare Part B but did not, late enrollment penalties may be assessed.

### *What if I am enrolled in Medicare and later become eligible for and elect COBRA coverage?*

If the effective date of your enrollment in either Medicare Part A or B is on or before the date that your COBRA continuation coverage is elected, then you can be enrolled in both Medicare and COBRA continuation coverage simultaneously.

### *If I terminate employment, elect COBRA and then enroll in Medicare, can my family members still continue their COBRA coverage?*

Yes. If you enroll in Medicare after you elect COBRA, your family members can continue their COBRA coverage for up to 36 months beginning on the date of the original qualifying event (your termination of employment).

## When COBRA Coverage Ends

COBRA coverage can end for you or a covered family member (as applicable) on the first of the following to occur:

- the last day of your allowable COBRA continuation period
- you fail to make a payment within 30 days of the due date (you are permitted 45 days to make your initial COBRA payment)
- you become covered under another group health plan after making the COBRA election that does not have any pre-existing condition exclusion or limitation that applies to you
- the day you first become covered by Medicare after making the COBRA election
- the Company stops offering all group health plans
- for extended disability coverage, the first of the month that begins at least 30 days after the date you are no longer considered disabled for Social Security purposes
- you engage in misconduct, such as submitting fraudulent claims

## Coverage Extensions

You can have a coverage extension in the following cases:

- A second qualifying event, such as divorce or a child's loss of dependent status may occur while coverage is being continued for the 18-month COBRA coverage period. If this happens, the spouse and the children already receiving continuation coverage may be eligible for additional months of coverage, up to a maximum of 36 months from the date of the original qualifying event.
- Disability extension: if the Social Security Administration issues a determination that you or another qualified family member is "disabled" at the time of or within 60 days of the COBRA qualifying event due to your termination of coverage or reduction in hours, you may qualify for up to an additional 11 months of COBRA coverage, or up to a total of 29 months of COBRA coverage.

## ***Continuing Coverage after COBRA Ends***

### ***Can I continue my coverage once my COBRA ends?***

If you or a covered family member's COBRA coverage ends as a result of the expiration of the maximum coverage period, the group health plan must, during the 180-day period ending on the COBRA coverage expiration date, provide you or your covered family member the option of enrolling in a conversion health plan (i.e., and individual policy) if this option is otherwise available to similarly-situated non-COBRA beneficiaries under the group health plan. Your costs won't be based on the Company's group rates, and the Company won't have any involvement with your coverage.

Through the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the federal government improved the portability and continuity of health insurance coverage for you and your family members. To learn more about HIPAA, see "HIPAA" on page 35.

**Note:** You may also have certain legal rights to convert to an individual policy after your group coverage ends. However, no conversion option is offered under the Comprehensive Medical Plan, BlueCross Blue Shield Plan, or Dental Assistance Plan. If you have HMO coverage, you should contact your plan's Claims Administrator to find out if a conversion policy is offered when COBRA coverage ends.

## ***Health Plan No Longer Offered***

### ***What if MMC stops offering the group health plan under which I elected COBRA coverage?***

You will be permitted to elect another Company-sponsored group health plan provided to similarly-situated active employees for the duration of your COBRA coverage.

## ***Covered by More Than One Plan***

### ***If I am covered by MMC's plan and another plan and lose coverage under MMC's plan, can I elect COBRA coverage?***

Yes, you can elect coverage under COBRA if you lose coverage under MMC's plan due to a qualifying event.

## ***Continuing COBRA with new employer***

### ***Can I continue COBRA coverage even though my new employer offers coverage?***

You cannot continue COBRA coverage if, after you have elected COBRA, your new employer offers coverage, unless the plan has a pre-existing condition, exclusion or limitation that affects you. (In that case, the Company has the right to terminate your COBRA coverage once your new employer's plan's conditions to coverage are satisfied.)

### *How Does HIPAA Affect COBRA Coverage?*

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law enacted to provide improved portability and continuity of health insurance coverage for you and your covered family members. HIPAA restricts the ability of health plans to exclude coverage for pre-existing conditions and requires plans to provide Certificate of Creditable Coverage for special enrollment rights as described below.

HIPAA also restricts the extent to which group health plans may impose pre-existing condition limitations. If you become covered by another group health plan and that plan contains a pre-existing condition limitation that affects you, COBRA coverage cannot be terminated. However, if the other plan's pre-existing condition rule does not apply to you, the plan may terminate your COBRA coverage.

### ***HIPAA Certificates and COBRA***

#### *Do I receive a HIPAA certificate when I lose COBRA coverage?*

HIPAA requires that if you and your covered family members lose group health coverage a certification of your coverage under the medical plan must be provided. You may need this certification in the event you later become covered by a new plan under a different employer, or under an individual policy.

You and/or your covered family members will be sent a Certificate of Creditable Coverage when your medical plan coverage terminates, again when COBRA coverage terminates (if you elected COBRA), and again upon your request (if the request is made within 24 months following termination of coverage).

You should keep a copy of the Certificate of Creditable Coverage you receive, as you may need to prove you had prior coverage when you join a new health plan. For example, if you obtain new employment and your new employer's plan has a pre-existing condition limitation (which delays coverage for conditions treated before you were eligible for the new plan), the employer may be required to reduce the duration of the limitation by one day for each day you had prior coverage (subject to certain requirements). If you are purchasing individual coverage, you may need to present the coverage certification to your insurer at that time as well.

#### *Can I receive credit for previous COBRA coverage?*

Yes. The period of time that you receive COBRA coverage counts as previous continuous health coverage under HIPAA as long as you didn't have a break in coverage of 63 days or longer.

## Filing a Claim under COBRA

### *How do I submit a claim?*

As with active coverage, you must complete and submit a claim form for benefits from the following plans:

- Medical Plans
- Dental Plan
- Health Care Flexible Spending Account
- Limited Purpose Health Care Flexible Spending Account

Complete the claim form and return it to the Claims Administrator as the form instructs.

### *Where do I get a claim form?*

You can obtain a claim forms by accessing MMC PeopleLink, clicking on Forms under the left navigational bar and then going to, Dental/Medical/Flexible Spending Accounts. You can also obtain claim form from the Claims Administrators. For information on the claims process of another plan, refer to the specific plan.

### *How do I appeal a benefit determination or denied claim?*

There are special rules, procedures and deadlines that apply to appeals of benefit determinations and denied claims, and you have special legal rights under ERISA. Refer to the specific plan for a description of the appeal process.

## COBRA Contact

For more information, contact the Company's COBRA Administrator:

Ceridian  
3201 34th Street South  
St. Petersburg, FL 33711  
Phone: (800) 877-7994

Website: [www.cobraserv.com](http://www.cobraserv.com)

MMC has hired Ceridian to administer this plan. To the maximum extent permitted by law, Ceridian's decisions are final and binding.

## HIPAA

This section explains your rights under HIPAA, which stands for the Health Insurance Portability and Accountability Act of 1996, and is designed to protect health insurance coverage for you and your covered family members if your Company medical coverage ends.

HIPAA includes protections for coverage under group health plans that:

- Limit exclusions for pre-existing conditions
- Prohibit discrimination against employees and family members based on their health status
- Allow a special opportunity to enroll in a new plan to individuals in certain circumstances

## Eligibility

You are eligible for a HIPAA certificate if you and/or your family members are covered under an eligible plan on the date you or your family members lose coverage.

## How HIPAA Works

HIPAA provides you with documentation of prior medical coverage that can be used to help get credit under new medical coverage for up to the past 18 months prior to losing coverage and without a preexisting condition exclusion.

HIPAA protects you if you have a pre-existing medical condition and prohibits discrimination in getting medical coverage because of your health status, physical or mental medical condition, claims experience, receipt of health care, medical history, genetic information, evidence of insurability or disability.

HIPAA limits the exclusions for pre-existing conditions as long as you do not have a break in coverage (generally a break of 63 days or more. This 63-day break period may be extended under state law if your coverage is through an insured HMO. Check with your State Insurance Commissioner's Office to see whether a longer break period applies to you).

HIPAA gives you credit for medical coverage you had before enrolling in the MMC medical plan or a new employer's plan (called creditable coverage under HIPAA), and provides a process for providing certificates to document that coverage.

HIPAA requires a new, special enrollment period for group health plans if you declined coverage before because of other health insurance or COBRA coverage.

## ***Plans Covered***

The following plans are eligible plans under HIPAA:

- Medical

Limited-scope dental or vision plans and benefits for long-term care, nursing home care, home health care, community-based care and other similar limited benefits are not covered under HIPAA.

## ***Certificates***

You will be sent a HIPAA certificate automatically after you and/or your covered family members' medical coverage ends. You can also request a HIPAA certificate within 24 months after your medical coverage ends.

## ***Contact***

For more information, contact the MMC Employee Service Center at 1-866-374-2662.

## **Enrollment**

### ***Special Enrollment***

#### **If I don't enroll when I am first eligible, can I elect group medical coverage later on?**

Yes. A special enrollment opportunity occurs if an individual with other health insurance loses that coverage or if a person becomes a new eligible family member through marriage, birth, adoption, or placement for adoption. However, you must first notify the plan of your request for special enrollment within 30 days after losing your other coverage or within 30 days of having (or becoming) a new eligible family member. You register the event by signing in to MMC PeopleLink's My Benefits Online. You will be required to submit proof of loss of coverage following the event. Failure to do so will result in suspension of coverage.

You may also enroll during annual enrollment.

### ***Nondiscrimination Requirement***

#### **Can my coverage be denied based on my health status?**

No. Your coverage can't be denied, and you can't be excluded, under your medical plan just because you have a particular physical or mental illness, medical condition, or genetic information.

## ***Change in Health Status***

### **Can I lose coverage or be charged more for coverage if my health status changes?**

Under HIPAA, your medical plan may not establish rules for eligibility (including continued eligibility) of any individual to enroll under the terms of the plan based on health status related factors. These factors include:

- health status
- medical condition (physical or mental)
- claims experience
- receipt of health care
- medical history
- genetic information
- Evidence of Insurability
- disability

You will not be required to pay a premium or contribution that is greater than that for a similarly situated individual based on a health status related factor.

## **Pre-Existing Conditions and Coverage Information**

### ***Keeping Same Benefit***

#### **Does HIPAA guarantee that I will receive the same benefits I had under the old plan?**

No. When you change from one plan to another, you will receive the benefits provided under the new plan.

### ***Keeping My Doctor***

#### **Does HIPAA let me keep my doctor who is currently treating me for my pre-existing condition?**

You may be able to keep the same doctor; however, it depends on the benefits and the provider network offered under your new plan. HIPAA does not require that your same doctor continue to treat you.

### ***Pre-Existing Condition Exclusions***

#### **Does a pre-existing condition exclusion apply to me?**

The Company medical plan does not have a pre-existing condition exclusion, so you don't have to give the Company a certificate showing the coverage you had before.

## ***Definition of a Pre-Existing Condition***

### **What is a pre-existing condition?**

A pre-existing condition is a medical condition present before your enrollment date.

Under HIPAA, the only pre-existing conditions that may be excluded under a pre-existing condition exclusion are those for which medical advice, diagnosis, care or treatment was recommended or received within the 6-month period before your enrollment date. (Your enrollment date is your first day of coverage, or if there is a waiting period to get into the plan, the first day of the waiting period.)

If you had a medical condition in the past, but have not received any medical advice, diagnosis, care or treatment within the 6 months prior to your enrollment date in the plan, your old condition is not a pre-existing condition to which an exclusion can be applied. Moreover, under HIPAA, pre-existing condition exclusions cannot be applied to pregnancy, regardless of whether the woman had previous health coverage.

In addition, a pre-existing condition exclusion cannot be applied to a newborn, an adopted child under age 18, or a child under age 18 placed for adoption as long as the child became covered under health coverage within 30 days of the birth, adoption or placement for adoption and provided that the child does not incur a subsequent 63-day break in coverage.

Finally, genetic information may not be treated as a pre-existing condition in the absence of a diagnosis.

## ***Plans Covered under HIPAA***

### **What plans are covered under HIPAA?**

HIPAA covers:

- Medical

Limited-scope dental or vision plans and benefits for long-term care, nursing home care, home health care, community-based care and other similar limited benefits are not covered under HIPAA.

## **Other Certificate Information**

### ***HIPAA Certificate***

#### **What is a HIPAA certificate?**

A HIPAA certificate documents the medical coverage you had before you lost coverage. When you and your eligible family members enroll in a medical plan that has a pre-existing condition exclusion, you can provide the certificate to have the waiting period waived or reduced.

## ***Information Contained on a Certificate***

### **What type of information is on the certificate?**

The certificate includes:

- the date of the certificate
- the plan name
- the coverage level
- the participant's or family member's name
- covered family members
- family member coverage (if it applies)
- the plan administrator's name, address, and telephone number
- date of loss of coverage
- either a statement that the individual has at least 18 months of creditable coverage, or the date any waiting period began and the date creditable coverage began
- the date creditable coverage ended (unless the certificate indicates creditable coverage is continuing as of the date of the certificate)

## ***Requesting a Replacement Certificate***

### **How do I get a replacement copy of my HIPAA certificate?**

If you need a replacement copy, contact the MMC Employee Service Center at any time within 24 months of your coverage ending.

## ***Timing of a HIPAA Certificate***

Certificates are sent automatically if you lose or drop group medical coverage for any reason or you otherwise become covered under a COBRA continuation provision and at the time you cease to be covered under a COBRA continuation provision. You can also ask for a certificate within 24 months after your coverage ends.

## ***Timing of a HIPAA Certificate under COBRA***

### **Who sends a certificate if I lose coverage while I'm on COBRA?**

If coverage is lost or dropped while on COBRA, Ceridian sends a HIPAA certificate for that period of coverage.

## ***Receiving a HIPAA Certificate***

### **Who receives a certificate?**

Certificates are automatically sent to employees and/or their family members who lose Company medical coverage.

## ***Charge for a HIPAA Certificate***

### **Will I be charged for a HIPAA certificate?**

No. HIPAA certificates are provided without charge to participants and their eligible family members.