

DIOCESE OF SACRAMENTO – HUMAN RESOURCES SERVICES

**SCHEDULE OF INSURANCE COVERAGE
AND PREMIUM DUE DATES**

Medical Insurance

The employee's effective date of coverage is the date of hire.

If the date of hire is the 1st thru the 15th day of the month, the Parish / School / Diocese will be invoiced for that month's premium.

If the date of hire is on the 16th through the end of the month, the Parish / School / Diocese will be invoiced for the premium beginning the 1st of the following month.

If the date of hire is the 1st of the month, the employee will be charged for their share of the premium for that month.

If the date of hire is after the 1st of the month, the employee will not be charged until the 1st of the following month.

Dental, Vision, Basic Life and Long Term Disability

If the date of hire is on the 1st, the Parish / School / Diocese will be invoiced for the premium that month.

If the employee's date of hire is the 1st day of the month, coverage is effective immediately; otherwise, coverage is effective on the 1st of the following month.

If the date of hire is the 1st of the month, the employee will be charged for their share of the premiums for that month.

If the date of hire is on the 2nd through the end of the month, the Parish / School / Diocese will be invoiced for the premiums beginning the 1st of the following month.

If the date of hire is after the 1st of the month, the employee will not be charged until the 1st of the following month.

Note: All Coverage terminates at the end of the month.