



Open Enrollment Deadlines:

Enrollment Forms/Change Forms: November, 12th 2014

Cafeteria 125 Forms: November, 30th 2014

Tobacco Certification: November, 30th 2014

Note: For Open Enrollment 2014 only, all current employees will have a six (6) month grace period before premium increases will take effect. Premium increases will be payroll deducted beginning in **May 2015**.

Spousal Certification: November, 30th 2014

Note: For Open Enrollment 2014 only, all current employees will have a three (3) month grace period before premium increases will take effect. Premium increases will be payroll deducted beginning in **February 2015**.

If a Botetourt County employee fails to return the Tobacco & Spousal Certifications, the payroll deductions will default to the Tobacco Premium and Spousal Surcharge.