



THE McCLATCHY COMPANY  
Since 1857

## Gain/Loss of Other Health Care Coverage

You may change your McClatchy benefit coverage as a result of a gain or loss of other health care coverage. Below is a checklist of reminders you should review and actions you may want to take:

**Notify your local HR department within 31 days of your gain or loss of other health care coverage**

- Provide documentation of the gain or loss of other coverage.
  - If you gain other coverage, this may be a letter from the new insurance company.
  - If you lose other coverage, this may be a copy of your COBRA rights.

**Update your benefit coverages\***

Your local HR Department will notify you via e-mail or mail when you can change your benefit elections in Employee Self Service (ESS). Elections must be entered within 7 days once HR notifies you. Once notified, you may do the following;

- Change McClatchy medical, dental and vision coverage
  - If you gained coverage elsewhere, you can drop yourself and dependent(s) from McClatchy medical, dental and vision coverage
  - If you lost coverage elsewhere, you can add yourself and dependent(s) onto McClatchy's medical, dental and vision coverage
- Change FSA elections
- Change employee long-term disability coverage
- Change supplemental insurance coverage
  - If you gained coverage elsewhere, you can drop yourself and dependent(s) from McClatchy supplemental life insurance coverage
  - If you lost coverage elsewhere, you can add yourself and dependent(s) onto McClatchy's supplemental life insurance coverage

\* If you add a dependent onto a McClatchy health care plan, you may be asked to submit additional documentation to substantiate your dependent's eligibility for this coverage.