

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 day of the month, the Parish/School/Diocese will be invoiced for the premium 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 premium beginning the 1st of the following month.

Coverage always terminates at the end of the month.

Dental, Vision, Basic Life and Long Term Disability

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

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

Coverage always terminates at the end of the month.