

**SACHEM CENTRAL SCHOOL DISTRICT**

Lake Ronkonkoma, NY 11779

TO: All Employees

FROM: Gail A. Grenzig

DATE: October 17, 2011

RE: OPEN-ENROLLMENT PERIOD  
FOR THE EXCESS MAJOR MEDICAL/VISION PROGRAM

We have been notified by the First Rehabilitation Insurance Company that there will be an open-enrollment period under the Excess Major Medical Program, said coverage to become effective on January 1, 2012.

The Excess Major Medical Plan is a rider policy to the District NYSHIP Empire Plan. If you are not enrolled in the NYSHIP Empire Plan, you must obtain approval from JJ Stanis in order to enroll in the Excess Major Medical/Vision Plan. You may reach JJ Stanis at 516 465-3900.

Any employee who wishes to enroll in the plan, or change his/her type of coverage (single or family), **must complete an enrollment card during the open-enrollment period.** These cards may be obtained from Ms. Dawn MacVicar in the Payroll Office, 471-1324 ext. 1325. After completion, cards should be forwarded to Ms. MacVicar for processing. The cards are to be returned by November 18, 2011. Please note, Excess Major Medical is paid one month in advance. Deductions will begin on the first payroll in December for January 1, coverage. Arrears in deductions may be necessary depending when application is received and when payroll is closed.

Any employee who is eligible and does not forward his/her request for coverage at this time, will be required to wait for the next open-enrollment period.

GAG/mh  
Payroll/Excess2011