

Making Mid-year Changes to Benefit Elections

Employees may make mid-year changes to their benefit elections if they experience a Qualifying Life Event (QLE). Examples of QLEs are: gaining/losing coverage elsewhere, birth/adoption of a child, marriage/divorce, etc.

If you have experienced a QLE, you have 30 days from the effective date of the QLE to make changes to your coverage in Workday. You will need to upload into Workday a PDF of the document that supports your QLE.

Please visit the [“Eligibility & Making Changes” page](#) of our benefits website, acadiahealthbenefits.com, to access the Quick Reference Guide (QRG) titled “How to Update Your Benefit Elections Due to a Qualifying Life Event” that provides instructions on how to make the change in Workday.