



STATE OF HAWAII
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
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January 28, 2020

PLEASE DISTRIBUTE TO COUNTY EMPLOYEES

TO: County Personnel Officers
FROM: Derek M. Mizuno, Administrator 
SUBJECT: EUTF Enrollment Tips for County Employees

From time to time, EUTF will be sharing enrollment tips to assist employers and/or employees. Topics in this memo include: Common Qualifying Event – Authorized Leave Without Pay (LWOP), 2020 Pre-Retirement Health Benefits Workshops, and Change of Address reminder.

Common Qualifying Event – Authorized Leave Without Pay

Below is a common qualifying event that allows waiver of plans. However, for changes to be effective, you must complete an EC-1/EC-1H Enrollment Form. For a complete listing of qualifying events, visit the EUTF website at eutf.hawaii.gov.

- When on an authorized leave of absence without pay (LWOP) of more than 30 days, you may waive plans by submitting an EC-1/EC-1H Enrollment Form to your employer or EUTF designee within 45 days from the beginning of the LWOP. To re-enroll into the same EUTF plans, you must submit an EC-1/EC-1H Enrollment Form to your employer or EUTF designee within 45 days of your return to work.
 - If you wish to maintain enrollment in the EUTF plans while on LWOP, you must continue making payments of your share of premiums directly to the EUTF (this applies to all plans you are enrolled in).
 - To determine your share of premiums, you should refer to your paystub or contact the EUTF. Payment is due on the normal pay day (1st or 15th). Please contact the EUTF at 586-7390 or toll-free at 1-800-295-0089, press 3 for Accounting; or, visit the EUTF website at eutf.hawaii.gov for more information on payment options. EUTF is unable to deduct premiums from temporary disability insurance (TDI) and workers' compensation pay.
 - Failure to promptly pay premiums may result in cancellation of health plans. If your health plans are canceled because of non-payment of premiums, you will not be eligible for COBRA Continuation Coverage and will not have an opportunity to re-enroll in EUTF coverage until the next Open Enrollment period.

EUTF's Mission: We care for the health and well being of our beneficiaries by striving to provide quality benefit plans that are affordable, reliable, and meet their changing needs. We provide informed service that is excellent, courteous, and compassionate.

EUTF Pre-Retirement Health Benefits Workshops

Whether you plan to retire in a few months or a few years from now, sign-up for our pre-retirement health benefits workshop and learn about EUTF retiree health benefits. Topics covered will include:

- Dependent eligibility
- Health plan options
- Medicare
- Differences between active employee and retiree plans

Schedule of EUTF Pre-Retirement Health Benefits Workshops

Date	Island	Location	Time
2/20/2020	Oahu	EUTF Office	11:00 – 12:00 pm, 12:30 – 1:30 pm
2/26/2020	All	Webinar*	11:00 – 12:00 pm, 12:30 – 1:30 pm
3/4/2020	Oahu	EUTF Office	11:00 – 12:00 pm, 12:30 – 1:30 pm
3/5/2020	All	Webinar*	11:00 – 12:00 pm, 12:30 – 1:30 pm
3/23/2020	Kauai	Kauai Community College OCET Room 106 C/D 3-1901 Kaumualii Highway, Lihue, HI 96766	11:30 am - 12:30 pm
3/24/2020	Oahu	Aloha Stadium Hospitality Room 99-500 Salt Lake Boulevard, Honolulu, HI 96818	11:30 am - 12:30 pm
3/25/2020	Hawaii	Aunty Sally Kaleohano’s Luau Hale 799 Pilina Street, Hilo, HI 96720	2:30 – 3:30 pm
3/30/2020	Maui	UH Maui College Ka’aike Building Room A & B 310 W. Kaahumanu Avenue, Kahului, HI 96732	11:30 am - 12:30 pm

To register, email eutf.outreach@hawaii.gov. Space is limited and on a first come, first served basis. Attendees must coordinate to attend the workshop on their own time.

*To access the webinar, go to eutf.hawaii.gov and select “Learning Center” in the menu bar. Click on “Webinars” and select the desired webinar.

Change of Address

If you recently moved or changed addresses, now is a good time to notify the EUTF. Go to the EUTF website at eutf.hawaii.gov, select *Forms, Active Employees*, and select the “*Address Change Form for Employees*”. Complete and submit the form to your employer or EUTF designee. You may also contact the EUTF at 808-586-7390 or toll free at 1-800-295-0089 to request that an “*Active Employee Address Change Form*” be mailed to you.