**Section 2120.310 Election Procedure**

a) An eligible employee may elect to receive medical care assistance under this Plan by making an election and compensation reduction agreement on an enrollment form provided by the Department.

b) The enrollment period will be at a time to be determined by the Department prior to the beginning of the Plan Year. The enrollment period shall be sufficient to allow eligible employees to enroll in the Plan and shall in no case be less than 30 days prior to the beginning of the Plan Year.

c) Eligible employees must participate for a full 12-month period. Participants who terminate, retire or go on unpaid leave of absence may continue participation by making the elected monthly deduction via a personal check or money order. As the payments are not made through payroll deduction, no tax benefits are allowed. If continuation is not elected, eligible expenses will include only those expenses incurred through the date of the last pay period following the pay period in which the last deduction was made.

d) The election must be for a specified annual dollar amount evenly divisible by the number of pay periods in the Plan Year.

e) The Participant must re-enroll each year to continue participation.

(Source: Amended at 30 Ill. Reg. 15119, effective September 6, 2006)