

ENROLL, INCREASE, REDUCE, OR CANCEL OPTIONAL ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

DESCRIPTION

This checklist outlines the steps to Enroll, Increase, Reduce, or Cancel Optional Accidental Death and Dismemberment Insurance.

ELIGIBILITY

HQ-based staff on regular, open, term, and executive director appointments are eligible to enroll, increase, reduce, or cancel **Optional Accidental Death and Dismemberment Insurance (AD&D)** for self and/or family members.

FACTORS TO BE NOTED

- 1 The premium for the elected coverage is at the staff member's own expense.
- 2 Enrollment in the optional AD&D can begin at any time.
- 3 Medical underwriting is not required.
- 4 Reduction/cancellation of this insurance may also take place at any time. It is effective from the first of the month following receipt of the change request.
- 5 In case of a World Bank Group couple, one staff member may enroll in the Family Level coverage, while the other staff member must choose the 'Individual Level' coverage. Usually, the staff member with the higher salary chooses the 'Family Level' coverage.

ENROLL/INCREASE/REDUCE/CANCEL AD&D FOR HQ STAFF

Staff to request via [myHR Self-Service](#) to enroll, increase, reduce, or cancel:

- Individual Optional AD&D coverage
- Family Optional AD&D coverage

ATTENTION

The effective date will be the start of the next month.