

## ENROLL IN OR CANCEL OPTIONAL ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE FOR CO STAFF

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### DESCRIPTION

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This checklist outlines the steps to enroll or cancel Optional Accidental Death and Dismemberment Insurance for CO Staff.

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### ELIGIBILITY

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Country office (CO)-based staff on regular, open, term, and executive director appointments are eligible to enroll in or cancel [Optional Accidental Death and Dismemberment Insurance \(AD&D\)](#) for themselves.

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### FACTORS TO BE NOTED

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- 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 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.

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### ENROLL/CANCEL AD&D FOR CO STAFF

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- 1 Staff to send an email request to [Write to HR](#) requesting to enroll in or cancel Individual Optional AD&D coverage.
- 2 HR to process the request and send confirmation email to staff.
- 3 Staff can check the enrollment status on [myHR Self-Service](#).

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### ATTENTION

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The request is processed within five business days of submission to HR Operations.