

## HSC Basic and Voluntary Insurance Conversion Process Document for HR Generalists

1. If employee's basic or voluntary life insurance ends, he/she can apply for any individual policy offered by UC (conversion policy). He/she must apply and pay the premium within 31 days. No proof of good health is required. The amount of insurance available to faculty depends on the reason his/her insurance ends. If employee's insurance ends because he/she is no longer eligible or because of a change in age or other status, he/she may convert the full amount that ended.
2. If faculty member would like to pursue the conversion option, please refer faculty member to contact Keith McNeil directly.

### Contact Info:



Complex Questions.  
Straight Answers.

**Keith McNeil, CLU, CEBS, GBDS**

Partner

t (707) 992-3782 m (415) 827-6759

f (707) 992-3781 license #0F44147

KeithM@arrowbenefitsgroup.com

One Willowbrook Court • Suite 230  
Petaluma • CA 94954

www.arrowbenefitsgroup.com

*A United Benefit Advisors Partner Firm*