

LIFE INSURANCE

Harvard's Life Insurance provides you with free Basic Coverage to protect your beneficiary in case of your death. You may also purchase supplemental coverage for additional protection as well as family coverage for your spouse/domestic partner and/or dependent children. MetLife is the underwriter for Harvard life insurance coverage.

BASIC LIFE INSURANCE

Harvard provides eligible employees with free group term Basic Life Insurance coverage equal to one-half their annual base salary*, rounded to the nearest \$1,000. If eligible, you are automatically enrolled in this coverage.

*The imputed cost of coverage in excess of \$50,000 is considered taxable income. Imputed cost, if any, will be shown on your paycheck.

SUPPLEMENTAL LIFE INSURANCE

You may purchase additional optional group term Supplemental Life Insurance for greater coverage, and can elect from one to six times your salary (rounded to the nearest \$1,000), up to a maximum of \$2.5 million. You may apply at any time by completing the [Statement of Health](#).

If you enroll within **30 days of becoming eligible or certain life events** (marriage; birth, adoption or placement for adoption; divorce, legal separation; death of dependent), you do not need to provide a Statement of Health for amounts up to \$1.5 million. If you are eligible and elect coverage above \$1.5 million (up to the maximum) you will automatically be approved for the highest multiple of your salary that is less than \$1.5 million, and you will need to provide a [Statement of Health](#) and be approved for higher amounts by MetLife.

- For example, if you are a new employee with a salary of \$275,000 and you elect coverage of 6x your salary within 30 days, you would be automatically approved for 5x salary, or \$1,375,000, which is the highest multiple of your salary under \$1.5 million. You would need to complete a [Statement of Health](#) and be approved by MetLife for the one additional level of coverage, since that would bring total coverage above the \$1.5 million automatic approval amount. If approved, your coverage would be \$1,650,000 - 6x salary.

Free Will Preparation/Estate Resolution/Probate Services.

If you enroll in Supplemental Life Insurance, you and your spouse/domestic partner can access free will preparation and estate resolution/probate services. Call 800-821-6400; use group number 109929. (Provided through Hyatt Legal Plans, [learn more](#).)

DEPENDENT LIFE INSURANCE

If you enroll in Supplemental Life Insurance, you may also elect Dependent Life Insurance for your spouse/domestic partner and/or children. Spouse/domestic partner life insurance is available in the amounts of \$25,000, \$50,000, \$75,000 and \$100,000. No Statement of Health is required when enrolling for \$25,000 or \$50,000 during your first 30 days of eligibility or within 30 days of one of the life events listed above. You can apply for higher amounts (or for lower amounts outside the 30-day window) with the [Statement of Health](#) to be completed by your spouse/domestic partner; coverage is effective upon approval by MetLife.

Life Insurance for dependent children up to age 26 of \$5,000 or \$10,000 is available with no medical review and one

monthly payment covers all your eligible children.

If both you and your spouse/domestic partner are employed by Harvard University, if one spouse/domestic partner covers the other under the Dependent Life Insurance plan, the spouse/ domestic partner cannot also enroll in Supplemental Life.

If both you and your spouse are employed by Harvard University, only one of you can cover your eligible child(ren). You must be actively at work on the date your coverage becomes effective, and your spouse/domestic partner and eligible child(ren) must not be confined to a hospital on the enrollment date, or at home for any medical reason or be receiving or entitled to receive disability income for any medical reason on the date the coverage is scheduled to become effective.

BUSINESS TRAVEL INSURANCE

Harvard provides free Business Travel coverage if you die or are seriously injured or disabled as the result of an accident that occurs while you're traveling on University business.

DESIGNATING A BENEFICIARY(IES)

You must [designate a beneficiary](#) for your life insurance coverage. In addition, you should [review your beneficiaries and update](#) to reflect any family or personal changes. Note that you are automatically the beneficiary for the Dependent Life Insurance coverage(s).

Additional Information

For more information on life insurance, please review the [Health & Welfare Summary Plan Description \(SPD\)](#).

