

# CIVIL PARTNER BENEFITS

Enterprise Rent-A-Car  
Benefits eligible Employees



YOUR  
BENEFITS.  
YOUR WAY.

The availability of benefits cover for Civil Partners and their children is an extension of the company's efforts to maximise the effectiveness and value of the benefits programmes we offer. You now have the ability to extend benefits to your eligible Civil Partner and his or her dependant children.

## Eligibility

You are eligible for same sex Civil Partner benefits if you are a benefits eligible employee enrolled in the Enterprise Rent-A-Car employee benefit plans.

## How do I know if my Civil Partner meets the requirements to enrol in my benefit plans?

Enterprise defines a Civil Partner as the following:

- Mentally competent
- Are jointly responsible for each other's financial welfare
- Are not related by blood closer than would bar marriage
- Are not legally married to anyone else and are not the domestic partner of anyone else
- The couple have obtained a Civil Partner Certificate

## Will I be able to enrol my Civil Partner's dependant children in my benefit plans?

Yes, as long as they meet Enterprise's definition of an eligible dependant.

## What documentation will I need to enrol my Civil Partner?

You will need to complete a Civil Partner Benefits Enrolment Form. This form must be returned to your Human Resources department.

## What type of documentation will be required to enrol the dependants of my Civil Partner?

The children of Civil Partners may be enrolled by simple affirmation that the individual enrolled is a natural, adopted, step or foster child or children for whom the Civil Partner is guardian.

## I have the documentation validating the Civil Partner relationship. When can I enrol him or her in my benefits?

You may enrol your Civil Partner and his or her dependant children in the benefit plans when you are first benefits-eligible as a new hire or during the Annual Enrolment Period. There are also certain life-changing events that may qualify for a mid-year change in cover. Contact your local HR department for specific enrolment instructions.

## What are the life-changing events that may qualify for a mid-year change in cover?

You will have the opportunity to make certain changes to your benefits within 31 days of the life-changing event. The most common life-changing events include the following:

- Birth or Adoption
- Signing and filing a Civil Partner Certificate
- Ending your Civil Partner relationship
- Over age dependant losing cover
- Your Civil Partner gaining or losing his or her job or health care cover

## Where can I get the Civil Partner Benefits Enrolment Form?

The form is available from your local HR department.

## I only need cover for my Civil Partner's dependant children. Can I enrol his or her dependants without enrolling my Civil Partner on my benefits?

No. You must enrol your Civil Partner in order to enrol his or her dependant children on your benefit plans.

## What other benefit programmes will my Civil Partner and his or her dependant children be able to participate in once I enrol them?

Civil Partners are entitled to the same benefit programmes and Human Resource policies as legally married couples, including:

- Leaves of Absence
- Relocation Policy
- Employee Assistance Programme
- Rental Discounts
- Car Privileges
- Adoption Assistance

## How much will I have to pay to cover my Civil Partner?

You will pay the same amount for cover as you would pay for other eligible dependants.

## If I'm no longer in a relationship with my Civil Partner, what do I do to remove him or her from my cover?

Certain life-changing events may qualify for a mid-year change in cover. Contact your local Human Resources department in writing within 31 days of the event and complete the notification process.

## I want my Civil Partner to be the beneficiary for my company paid Life Assurance and Stakeholder Schemes.

You do not have to follow any special beneficiary enrolment procedures for your Civil Partner for these programmes. You need only contact your Human Resources department and obtain, complete and return a new beneficiary designation form identifying your Civil Partner as your new beneficiary.

## HOW TO ENROL

- Contact your local HR department in writing by email, letter or fax within 31 days of your life-changing event, including the type of life-changing event (e.g. filing a Civil Partner relationship) and the date of the event. Once your local HR department has documented your notification, a Civil Partner Benefits Enrolment Form will be posted to your home address.
- Return the completed Civil Partner Benefits Enrolment Form to your local HR department by the due date printed on the form. Keep a copy of all forms for your records.
- Premium deductions for changes made as a result of your life-changing event begin with the next administratively possible pay cheque after the coverage effective date.

Contact your local HR department if you do not receive your Benefits Enrolment Form within 10 days of your notification to HR.