September 10, 2008

TO: All Non-Academic Personnel

FROM: Human Resources Department – Benefits Coordinator’s Office

SUBJECT: CHANGES IN FAMILY STATUS

This is to remind all non-academic personnel who are covered by the Lebanese National Social Security Fund that any change in family status such as marriage, birth of a child, adoption of a child, etc. must be reported either through the Dean’s Office or the Administrative Department to the Human Resources Department and Benefits Coordinator's Office as soon as the change takes place.

Non-academic personnel are required to submit the pertinent documents as specified on the following page of this circular. Deans and Heads of Departments are kindly asked to send these documents to the Human Resources Departement (Campus), whose staff are always ready to extend any assistance needed.

Your cooperation is highly regarded.
Required Documents

A. MARRIAGE:
1. Copy of the Marriage certificate.
2. Official "Family Status Record".
3. If the age of the non-working wife is less than 25 years old, a certificate issued by NSSF indicating that the wife does not benefit from NSSF under her parents’ coverage is requested.
4. If the wife is not working the husband should sign a declaration form in the Benefits Coordinator's Office.

B. DIVORCE
1. Copy of the divorce certificate.
2. New official "Family Status Record".

C. DEATH
1. Copy of the death certificate.
2. New official "Family Status Record".

D. WIDOW / DIVORCED
1. New official "Family Status Record".
2. Power of custody.
3. NSSF benefits approval certificate.

E. CHILDREN
a. Birth of a Child
1. Official "Family Status Record".
2. Copy of the "Individual Status Record" of the newborn.

b. Children 18 years of age and above
1. School or university certificate for student approved by the ministry of Education.
2. Official " Individual Status Record" for daughter/s 18 years of age and above.
3. Declaration when children start working or get married.
TO ALL NON-ACADEMIC EMPLOYEES WHO ARE COVERED BY THE LEBANESE NATIONAL SOCIAL SECURITY FUND

Non-academic employees who are covered by the Lebanese National Social Security Fund and whose children are **18 years of age** and above are requested to provide the Human Resources Department (Campus) – Mr. Nizar Faour, College Hall, Room 349 with a school or university certificate for the academic year 2008-2009 not later than **October 8, 2008**. Certificates issued by private schools, institutions and universities should be approved by the Ministry of Education (This does not apply to governmental educational institutions).

Non-academic employees whose daughter/s are single/non-working and aged between 18 and 25 years are requested to submit a recent (within 2 months) Single Status Record for each daughter. NSSF will discontinue both medical coverage and the family allowance in case of failure to submit the above documents.

Please note that any change in family status concerning your wife or children must be reported to the Human Resources Department (Campus)/Benefits Coordinator’s Office as soon as the change takes place.

Your cooperation is highly appreciated.