

# Protective Life Bulletin

DATE: October 19, 2021

## 2021 Holiday Schedule

The Protective Life offices will be closed on the following dates:

- **Thanksgiving: Thursday, November 25**
- **The day after Thanksgiving: Friday, November 26**
- **Christmas Eve: Friday, December 24**
- **Christmas Day (observed): Monday, December 27**
- **New Year's Day (observed): Friday, December 31**

Note: The Home Office will have limited staff available on Friday, November 26 and Friday, December 24. The Sales Desk will have limited staff on Friday, November 26.

To expedite your business during this time, please be aware of the year-end processing guidelines:

### Key Dates:

	<b>Term Applications</b>	<b>Permanent Applications</b>
Ticket Submission	November 8	November 1
Interview Complete	November 15	November 8
Submission of 1035 Cases	NA	November 1
Finalize Underwriting Requirements	November 29	November 29
Policy Issue	December 20	December 20
Premium and Delivery Requirements	December 30	December 30

### Underwriting

To **place a case in-force** for year-end 2021, all necessary forms and underwriting requirements should be in-house by the close of business on Monday, November 29. This will allow underwriting adequate time to have the case approved, issued, and placed. We will make every effort to accommodate all cases completed by year-end. For assistance with special cases, contact your Regional Vice President or Protective Case Manager.



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### [New Business](#)

Delivery requirements received in the Birmingham Home Office by 1:00 PM CT on Wednesday, December 29 will be processed as 2021 paid activity.

### [Policy Revisions](#)

Policy Revisions delivery requirements, including internal replacements and conversions, received in the Birmingham Home Office by 1:00 PM CT on Tuesday, December 21 will be processed as 2021 paid activity.

### [Commission Processing](#)

In December, multiple commission cycles will run to credit your year-end business. The final commission cycle for the year will be made on Thursday, December 30.

**Please contact your Regional Vice President with questions.**

**Let's deliver on our promises. Together.**

