

## SEPARATION FROM THE UNIVERSITY

*Important information regarding your benefits*



**Accidental Death and Dismemberment** – If you were enrolled in AD&D coverage at the time of your separation and wish to continue coverage through an individual policy, you must request conversion within 31 days of your separation date. Contact Prudential at (800) 524-0542 to obtain a quote and to initiate the conversion process.

**Flexible Spending Accounts** – Eligible health care expenses incurred through your last day of active employment may be reimbursed from your Health FSA. To continue participation in the Health FSA following separation through COBRA, contact the Benefits Department. Eligible dependent care expenses incurred through the last day of the Plan Year (June 30) may be reimbursed (up to the amount deducted from your pay) from your Dependent Care FSA. Requests for reimbursement must be submitted on or before September 30 following the end of each Plan Year. Amounts remaining in your account after that date will be forfeited. Contact ASI Flex at (800) 659-3035 for additional information on eligible expenses and reimbursement.

**Group Legal Plan** – If you are enrolled at the time of your separation and wish to continue coverage for up to 12 months, contact Hyatt Legal within 30 days of your separation date at (800) 531-6117.

**Health/Dental Coverage** – Coverage will continue through the last day of the pay period in which you are separated from your employment (i.e., if your last day worked is July 1, your health care coverage will continue through July 15; or if your last day worked is July 31, your health care coverage will terminate on July 31.) You will have the option to continue your current health/dental coverage through COBRA. Once your separation has been entered into the University's PeopleSoft system, you will receive information at your home address. Contact your department or check the Campus Information System at <https://gate.acs.utah.edu> to verify that the University has your current home address.

**Leave Balances** – If you are a staff member, your remaining vacation leave (up to a maximum) will be paid to you following your separation (usually within a pay period following your separation). The maximum equals your present accrual x 12 (months) + 240 hours. For example, if an employee with an FTE of 1.0 accrues 8 hours per month, the maximum would be: 8 x 12 (months) + 240, which equals 336 hours. Sick leave and personal preference will not be paid out. If you are rehired into a benefit-eligible position with University in the future, you can request to have your past sick leave balance reinstated and your service time adjusted.

**Life Insurance** – You may continue any life insurance coverage you have at the time of your separation through an individual policy. You must apply for continuation and pay the first premium within **31 days of your separation date**. Contact the Benefits Department at (801) 581-7447 as soon as possible for information if you wish to continue your life insurance.

**Long Term Disability** – If you were enrolled in LTD coverage at the time of your separation and wish to continue coverage through an individual policy, you must apply for a conversion policy and pay the first premium within 31 days of your separation date. Contact The Standard at (800) 378-4668 to obtain a premium quote and to initiate the conversion process.

**Long Term Care Insurance** – If you were enrolled in Long Term Care Insurance at the time of your separation and wish to continue your coverage, contact CNA at (800) 528-4582 to transfer your account to direct billing.

**MetLife Auto & Home** – Contact MetLife at (800) 438-6388 to make arrangements to continue or cancel your coverage.

**Tuition Reduction** – Your eligibility for tuition reduction benefits ceases on your date of separation.

**Retirement** – If you are enrolled in the 401(a) Defined Contribution Retirement Plan, you may leave your money in your account(s). (If you were an employee of the hospitals and clinics and did not meet the vesting period, the amount in your 401(a) account(s) will be forfeited.) If you wish to cash out or roll-over your account, you may do so after a 32-day waiting period from your date of separation. Contact your investment provider(s) for additional information on your options. If you are enrolled in the Utah Retirement Systems (URS) retirement plan, you may retain your 401(k) account with URS. If you have less than \$1,000 in your 401(k) account, it will be closed and the balance sent to you after your account has been inactive for one year. To cash out or rollover your 401(k) account or if you have questions on the 401(k) or defined benefit payments, contact URS at (801) 366-7720.

If you participated in the University's 403(b) and/or 457(b) supplemental retirement savings plans, you may leave your money in your account(s) within the University Plans. If you wish to cash out or roll-over your account, there is a 32-day waiting period from your date of separation. Contact your investment provider(s) for additional information on your options.

**Chase Insurance (Kemper)** (801) 272-6000    **Fidelity Investments** (800) 343-0860    **MetLife** (801) 277-8788  
**TIAA-CREF** (800) 842-2009    **VALIC** (801) 521-9922    **Vanguard** (800) 523-1188

**Contact the University of Utah Benefits Department at (801) 581-7447 if you have questions.**