



UNIVERSITY BENEFITS AT RETIREMENT

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 and pay your first premium within 31 days of your separation date. Contact the UHRM Solutions Center at (801) 581-7447 as soon as possible if you wish to continue this coverage.

Flexible Spending Accounts – Eligible health care expenses incurred through your last day of active employment may be reimbursed from your Health FSA. Requests for reimbursement must be submitted on or before December 31 following the end of each Plan Year. Amounts remaining in your account after that date will be forfeited.

Health/Dental Coverage – Employee coverage will continue through the last day of the pay period in which you are separated from your employment with the University. If you are an eligible retiree, you have the option to enroll in health/dental coverage through the University in the Retiree Health Care Plan. Dental coverage is only available for up to 18 months. Contact your Benefits Specialist at (801) 581-7447 prior to your retirement date for information and enrollment forms.

Leave Balances – If you are a staff member, your remaining vacation leave, up to the maximum defined in University Policy, will be paid to you following your retirement (usually within one pay period). Vacation hours in excess of the maximum will not be paid out. The maximum equals your present accrual x 12 (months) + 240 hours. For example, an employee with an FTE of 1.0 accruing 10 hours per month would be paid out a maximum of 360 hours--10 x 12 (months) + 240, which equals 360 hours. Sick leave and personal preference are not paid out.

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) 821-6400.

Life Insurance – You may continue any life insurance coverage you have at the time of your retirement 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 Solutions Center at (801) 581-7447 as soon as possible for information if you wish to continue your life insurance.

Long Term Disability – Retirees not eligible for conversion.

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

Retirement – If you are or were enrolled in the Utah Retirement Systems (URS) retirement plan, contact URS at (801) 366-7700 and make an appointment to discuss your options prior to retirement.

If you are or were enrolled in the exempt staff/faculty retirement plan or you are vested in the HPP retirement plan, you may retain your retirement account with the current administrator. If you wish to take distributions or roll-over your account, you must complete an Employer Authorization (provided by the administrator). For forms or additional information, contact the Solutions Center at (801) 581-7447.

If you are enrolled in the University's 403(b) and/or 457(b) supplemental retirement plans, you may retain your account with the current administrator. If you wish to cash out or roll-over your account, contact the administrator for forms and information:

Chase Insurance (Kemper) (801) 272-6000 **Fidelity Investments** (800) 343-0860 **MetLife** (800) 560-5001
TIAA (800) 842-2009 **VALIC** (801) 521-9922

Tuition Reduction – Your eligibility for tuition reduction benefits will continue for you, your spouse and unmarried dependents.

University Human Resource Management
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