



## 2023 TERMINATION OF BENEFITS SUMMARY SEPARATION OF EMPLOYMENT

The following summary provides important information about how your separation of employment affects your Nemours benefits. The summary explains when each benefit ends, which benefits can be continued and what the process is for the continuation. Contact information for resources that can help answer your questions is provided below. Please note that the information below applies only IF you were covered by Nemours benefits immediately prior to your separation of employment.

- **MEDICAL, HRA, SAVI, PRESCRIPTION DRUG, DENTAL, and VISION:** Coverage will terminate on the last day of the month in which you cease to be an active Associate. Continuation of coverage is available through COBRA for up to 18 months following your original coverage end date, provided you elect COBRA continuation of benefits within 60 days of receipt of your COBRA enrollment materials. COBRA materials will be mailed to your home address by our partners at bSwift approximately two weeks following your coverage termination date.
- **EMPLOYEE ASSISTANCE PROGRAM (EAP):** Coverage will terminate 90 days following your last day of employment.
- **FLEXIBLE SPENDING ACCOUNTS: HEALTH CARE & LIMITED PURPOSE:** Your access to monies in these accounts will cease on the last day of the month in which your employment ends. Your debit card will be deactivated immediately following your final day of active employment; however, you may continue to submit paper claims for eligible expenses incurred from January 1<sup>st</sup> through your coverage termination date until December 31<sup>st</sup> of the same plan year. Health Care and Limited Purpose Flexible Spending Accounts are eligible for continuation through COBRA, but only until the end of the current plan year (as opposed to the traditional 18 months). By electing COBRA, you can extend the period of time that you have to incur claims. **DEPENDENT CARE:** Your access to monies in this account will cease on the last day of the month in which your employment ends. However, there is no option to continue using these funds through COBRA. If you have a remaining balance in your account, you may continue to incur and be reimbursed for eligible expenses through the end of the plan year in which your separation occurs. **TRANSPORTATION:** Your access to monies in the Mass Transit and/or Parking Flexible Spending Accounts will cease on the last day of the month in which your employment ends. There is no option to continue using these funds through COBRA, and any remaining balance in your accounts will be forfeited. Contact PayFlex with questions.
- **HEALTH SAVINGS ACCOUNT:** You may keep existing funds in your established account at your own expense, or transfer them to your new employer's plan, if eligible. Contact PayFlex with questions.
- **PENSION PLAN:** If you separate employment and are vested, within 120 days after your Paid Time Off Payout you will automatically receive a letter from Willis Towers Watson (our pension administrator) explaining the amount of your pension benefit. Generally, you should begin to receive a monthly benefit at normal retirement age (age 65). If the value of your benefit is less than \$15,000, you have the option of taking an immediate lump sum payment. Earlier commencement of benefits – including the Rule of 80 – may also be available, depending on your age and years of vesting service. Please note that it is your responsibility to contact Willis Towers Watson to initiate the process of commencing your pension benefits. Contact Willis Towers Watson if you have questions about this process.
- **403(B) OR 401(K) RETIREMENT SAVINGS PLAN:** Upon separation you have several options available to you for your vested account balance. You may leave your funds in your account (Required Minimum Distribution rules may apply); elect to have the account balance paid out; or choose a direct rollover into an IRA or another qualified retirement plan. A cash distribution is subject to 20% federal tax withholding and, if you are under 59½, you may be subject to a 10% early withdrawal penalty when you file your taxes. Transamerica Retirement Solutions (TRS) will automatically send you a termination kit. If you have a 403(b) account with a legacy vendor, contact the legacy 403(b) vendor directly for more information, forms, and distribution instructions (see page 2 for vendor phone numbers). Please note that rollover or distribution forms for a legacy vendor will require an employer signature. Contact the HR Solution Center to create a ticket.
- **457(B) DEFERRED COMPENSATION PLAN:** Distributions paid as a result of termination may not occur until April 1<sup>st</sup> following the year you terminate. Distributions will be paid in a lump sum as soon as feasible following April 1<sup>st</sup> unless you make an affirmative election to postpone such distribution and/or elect an optional form of distribution, as permitted by the Plan. Your election to postpone a distribution must be made by March 2<sup>nd</sup> of the year following the year in which you terminate employment. You may make one subsequent election to postpone the distribution date only if that subsequent election is made no later than 30 days prior to your distribution start date. Distribution forms and information will be automatically sent from TRS following your termination. Distribution election forms must be signed by the Nemours Benefits Team before they can be processed. Contact the HR Solution Center to create a ticket.

- **LIFE AND AD&D INSURANCE:** Basic and voluntary coverage will end on the day that you cease to be an active Associate. You may port supplemental Employee and Spousal Life coverage within 30 days of your coverage end date (porting is not an option if your employment ends due to retirement). You may convert AD&D coverage within 30 days of your coverage end date. For an application and assistance with the employer certification portion of the form, contact the HR Solution Center to create a ticket.
- **LONG TERM DISABILITY (LTD) INSURANCE:** Coverage will end on your last day of active employment. You may convert your LTD coverage to an individual plan within 31 days of your coverage end date. For a conversion application or to request completion of the employer certification portion of the form, contact the HR Solution Center.
- **METLIFE LEGAL PLANS:** Coverage ends the last day of the month in which you cease to be an active Associate. The plan will cover legal fees for those covered services that were opened and pending during the period in which you were enrolled in the plan; however, no new matters may be started after your coverage terminates. You are eligible to port your coverage within 30 days of your coverage end date. Portable enrollment is pre-paid via a lump sum payment equal to the plan's monthly rate times 12 and remains in effect for 12 months. If you have any questions, contact the MetLife Legal Plans directly.
- **VOLUNTARY BENEFITS:** Critical Illness, Hospital Indemnity, Accident Insurance, and Identity Theft benefits end on your last day of active employment. These benefits may be continued with no change in premium by completing the process for direct bill with the carrier. The carrier can send information to you on how to continue coverage, if requested. If you have questions, or to request continuation of coverage via direct bill, contact the carrier directly.
- **LONG TERM CARE:** Benefits will end on your last day of active employment. You are eligible to continue this coverage at no change in premium as long as your application is completed within 30 days of your coverage end date. Contact the HR Solution Center to create a ticket for an application to continue coverage.
- **TUITION REIMBURSEMENT:** Eligibility for tuition reimbursement ends upon separation of employment. If your separation is voluntary, you are required to repay Nemours for any tuition reimbursement monies received during the prior 12 months rolling. Contact the HR Solution Center to create a ticket for payment arrangements.

Benefit	Vendor	Phone #
Nemours Benefits Center	bSwift	(855) 373-6012
HR Solution Center	Nemours	(877) 458-9699
401(k)	Transamerica	(800) 755-5801
403(b)	Transamerica	(800) 755-5801
403(b) Legacy	Fidelity	(800) 343-0860
403(b) Legacy	Valic	(800) 448-2542
403(b) Legacy	Vanguard	(800) 662-2033
457(b)	Transamerica	(800) 755-5801
Accident	Aetna	(800) 607-3366
AD&D	Reliance Standard	(800) 351-7500
COBRA	bSwift	(866) 365-2413

Critical Illness	Aetna	(800) 607-3366
Dental	Delta Dental	(800) 932-0783
EAP	Resources for Living	(855) 506-2373
Financial Education	Financial Finesse	(877) 234-1782
Flexible Spending Account (FSA)	PayFlex	(888) 238-3539
Hospital Indemnity	Aetna	(800) 607-3366
Health Savings Account (HSA)	PayFlex	(888) 678-8242
Identity Protection	Allstate ID Protection	(800) 789-2720
Legal Plan	Met Life Legal Plans	(800) 821-6400
Life Insurance	Reliance Matrix	(800) 351-7500
Long Term Care	Unum	(800) 227-4165
Long Term Disability	New York Life	(800) 362-4462
Medical	Aetna	(855) 878-4195
Pension Plan	Willis Towers Watson	(800) 235-3225
Prescription Drug	Express Scripts	(844) 394-2932
Spousal Advantage Value Incentive (SAVI)	Catilize Health	(877) 872-4232
Vision	VSP	(800) 877-7195