

Leaving employment before retirement eligible

1 Employer to-dos: insurance benefits

Please note, not all checklist items apply to all employers. All changes in employment or special eligibility situations resulting in a termination of coverage must be processed within 31 days.

- Advise the employee that leaving covered employment before becoming eligible for retirement could affect his eligibility for retiree insurance.
- Terminate employee's coverage in EBS.
 - Be sure to enter the last day worked and termination reason.
- Determine if employee and dependents are eligible for COBRA.
 - If so, provide a copy of the 18-month COBRA notice for the employee and each dependent, if needed.
 - Put a copy of the notice in the employee's file.
- Complete the *Request for Long Term Disability Conversion Materials* to convert Supplemental Long Term Disability coverage, if applicable.

2 Employer to-dos: retirement benefits

- Advise employee that he will lose the ability to make certain retirement transactions, such as applying for disability retirement* or purchasing additional service credit, upon leaving covered employment.
- Advise the employee of his options of leaving funds in retirement account or requesting a refund of contributions.
 - Refer employee to appropriate retirement handbook and Navigating Your Benefits webpage.
- If the employee requests a refund, complete Active/Inactive Member Refund Information in EES.
 - Report the date the employee's final check was issued, the last day the employee earned compensation, the employee's termination date, and any contributions and wages/leave payments for any quarters of the employee's employment subsequent to the most recent quarterly report.
 - Contributions are not due on unused annual leave payments to Class Three employees.

*Employee has up to one year from termination to apply for disability retirement.

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Terminating employee to-dos

- Review applicable retirement member handbook and the Navigating Your Benefits webpage.
- If requesting a refund of retirement contributions:
 - All covered employment must be terminated.
 - Apply for the refund by using Member Access.
 - By law, a refund cannot be issued sooner than 90 days after employment is terminated.
 - Refund may be subject to income tax and other penalties.
- State ORP participants must also terminate all covered employment and should contact their service provider to request forms needed to receive a distribution of their account balance.
- Contact MetLife to convert life insurance, if applicable.