

Employment Change from Benefitted to Non-Benefitted

Important information regarding your benefits



Accidental Death and Dismemberment – If you were enrolled in AD&D coverage at the time of your status change and wish to continue coverage through an individual policy, you must request conversion and pay your first premium **within 31 days** of your status change date.

Flexible Spending Accounts – Eligible health care expenses incurred through your last day of employment in a benefit-eligible position may be reimbursed from your Health FSA. To continue participation in the Health FSA through COBRA following your status change, contact the UHRM Solutions Center. Eligible dependent care expenses incurred through the last day of the Plan Year (June 30) may be reimbursed (up to the amount already deducted from your pay) from your Dependent Care FSA. Requests for reimbursement must be submitted on or before December 31st following the end of each Plan Year. Amounts remaining in your account after that date will be forfeited.

Group Legal Plan – If you are enrolled at the time of your status change, you may continue coverage for 12 months by paying the premium in full in advance; otherwise, enrollment ends on your last day in a benefit-eligible position. Contact MetLife Legal Plan **within 30 days** of your status change date at (800) 821-6400.

Health/Dental Coverage – Coverage will continue through the last day of the pay period in which you are in a benefit-eligible position (i.e., if your last day is July 1, your health care coverage will continue through July 15; or if your last day 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 status change has been entered into the University's 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 status change (usually within a pay period following your status change). 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 University position 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 status change through an individual policy. You must apply for continuation and pay the first premium within **31 days** of your status change date.

Disability Insurance – Coverage ends on your last day of employment in a benefit-eligible position. No conversion policy is available.

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 the date of your status change.

Retirement – If you are enrolled in the 401(a) Defined Contribution Retirement Plan your money will remain in your account(s). If you are participating in the University's 403(b) and/or 457(b) supplemental retirement savings plans, your money will remain in your account(s) and you may continue to have money deferred to these plans. You may not cash out or roll-over any of these account(s) until your employment has been terminated for more than 31 days.

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 may 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.

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