



Children's
of Alabama®

Leaving

Children's of Alabama?

Children's of Alabama would like to thank you for your service and wish you well on your next adventure! This document is intended to answer some of your benefit questions and hopefully make the transition a bit smoother. Please refer to the Benefits Termination Summary for additional information regarding your benefit coverage.



When will my medical, dental and vision coverage end?

Your last day of medical, dental and vision coverage through Children's of Alabama will be the last day of the pay period in which you are employed. Your last payroll deduction for all benefits will be withheld from your final paycheck. You are eligible for COBRA continuation of coverage for your medical, dental and vision plans for 18 months. Health Equity/WageWorks (our third-party COBRA administrator) will send a COBRA packet to your mailing address. If you wish to decline the COBRA insurance, there is no action needed. You can also log onto [HealthCare.gov](https://www.healthcare.gov) for more coverage options. Should you need to contact HR regarding your COBRA packet, please email Benefits@childrens.org. *For additional COBRA information, please contact Health Equity/WageWorks at 877.722.2667.*

What happens to my 401k?

You may leave your vested balance in the Children's of Alabama 401k plan after you terminate. If you prefer to take a distribution or roll over your account to another retirement vehicle, please contact Fidelity for more information. Minimum required distributions occur no later than April 1 of the calendar year following the calendar year you turn 72 or separate employment, whichever is later. If Fidelity requires a roll-over form to be completed, please contact Benefits@childrens.org and someone will assist you. *For additional information regarding your 401K, please contact Fidelity at 800.343.0860.*

What happens to my Basic and Supplemental Life insurance through The Hartford?

Your coverage will end the last day of the pay period in which you are employed. You will receive a Portability and Conversion application once your coverage ends. This must be completed within 30 days of your separation date. *For additional life insurance questions, please contact The Hartford at 800.331.7234.*

What happens to my other voluntary benefits?

The voluntary benefits listed below are portable. Contact the provider within 30 days of your separation date.

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|-------------------------------------|--|
| <i>Unum Provident 800.635.5597</i> | Whole Life Insurance |
| <i>The Hartford 877.320.0484</i> | Accident Insurance, Critical Illness, Hospital Indemnity |
| <i>Norton LifeLock 800.607.9174</i> | Identity Theft |

What happens to my Short-Term Disability and Long-Term Disability?

Neither Short-Term Disability nor Long-Term Disability are portable. Your last day of coverage will be the last day of the pay period in which you are employed.

What happens to my Employee Assistance Program (EAP)?

Your EAP program continues for 90 days following your termination date. If you need to extend these services for the full 18-month period, please contact *ComPsych at 866.365.0867.*

What happens to my Health Savings Account and/or Flexible Spending Account?

Your HSA (Health Savings Account) is yours to keep along with any remaining funds left in your account. You will be responsible for any service fees after your termination.

Your FSA (Flexible Spending Account) will end the last day of the pay period in which you are employed. You will have 90 days to submit claims that were incurred through the end of the pay period.

Regarding your Dependent Care FSA, you will have 90 days to submit claims incurred up to the end of the month following the month in which you separated employment.

If you have underspent your flexible spending account, you may be eligible for COBRA continuation of your FSA coverage.

For additional information regarding your HSA, please contact Fidelity at 800.544.3716.

For additional information regarding your FSA, please contact Fidelity at 833.811.7432.



Am I eligible for any retirement benefits?

You must meet the following requirements in order to receive a **Retirement Bonus**:

- ✓ Be at least 55 years of age on your retirement date and have complete 15 or more years of consecutive employment, or
- ✓ Be 62 years of age and have completed 10 or more years of consecutive employment

You must meet the following requirements in order to be eligible for **Retiree Medical Coverage**:

- ✓ Between the ages of 62 and 65 and have completed 15 years of consecutive employment and
- ✓ Covered under a COA medical plan during the 24-month period prior to your retirement date

Notify Benefits@childrensal.org if you meet the above criteria upon retirement, or if you have other questions.

Where can I get information regarding Medicare?

SHIP (State Health Insurance Assistance Program) is a wonderful resource dedicated to assisting Medicare beneficiaries in making informed choices regarding health benefits. **To receive Medicare assistance, you can contact SHIP at 1.800.AGELINE.**



Medicare.gov



How do I apply for Social Security benefits?

You can apply for Social Security benefits online at www.socialsecurity.gov or you can contact your local office.

For further information, you can contact Social Security Administration at 800.772.1213.

What happens to my PTO and EIB?

Any PTO that you have will be paid out two weeks after your last paycheck. This will be paid out via direct deposit. EIB is not paid out upon leaving the organization.

Who do I contact regarding my last paycheck?

Questions regarding your final paycheck can be sent to Payroll@childrensal.org or **205.638.7427**. They will also be able to provide a copy of your check, if needed.

Need a verification of employment completed?

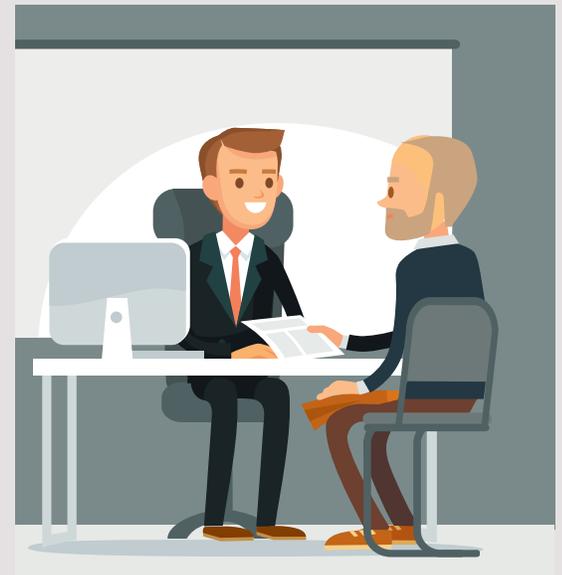
You can call HR at **205.638.5190** should you need a verification of employment completed. The request can also be faxed to **205.638.2873** or emailed to HRIS@childrensal.org.



Do I need to provide a resignation letter and what is the length of notice period that should be worked before employment ends?

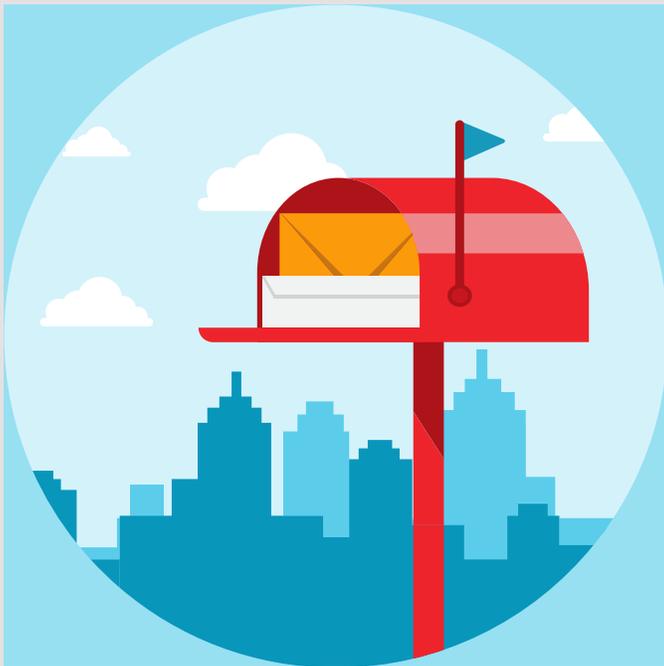
Based on the function and level within a department, employees are encouraged to give a letter of resignation. All staff employees are required to provide a minimum of two weeks written notice to their supervisor. Professional positions requiring licensure such as a Registered Nurse, and other professional positions, are required to provide a minimum of 4 weeks written notice. All Pediatric Practice Solutions (PPS) employees are required to give a four week notice when resigning.

The Resignation Termination Policy can be found on the Blue River. If you have any questions or concerns after reading the policy, please contact your HR Consultant.



Do I need to complete an Exit Interview?

Completing an Exit Interview is completely voluntary, but we would love to receive feedback on what we have done right and what we could do better. You can find the Exit Interview by selecting the following link: <https://form.jotform.com/coa-hris/exit-interview>.



Make sure your contact info is up-to-date!

Please make sure that your address and contact information on file are correct. This will be used for your W-2, COBRA election form and any other documentation that will be mailed in the future. Should you need to update your address in the future, please call HR at 205.638.5190.

Things to remember!

Items to be returned to COA:

- | | | | |
|--|---|--|--|
| <input checked="" type="checkbox"/> Cell Phone | <input checked="" type="checkbox"/> Keys | <input checked="" type="checkbox"/> Laptop Computer | <input checked="" type="checkbox"/> iPad |
| <input checked="" type="checkbox"/> Voalte/Vocera | <input checked="" type="checkbox"/> Pager | <input checked="" type="checkbox"/> Uniforms, scrubs, etc. | <input checked="" type="checkbox"/> ID Badge |
| <input checked="" type="checkbox"/> Computer Charger | | | |

** If you are unable to return your ID badge to your department, please drop off at Security located in Park Place. Security can be reached at 205.638.4444, if needed.*