

Leaving employment before retirement eligibility

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.

Employer to-dos: retirement benefits

- Advise the 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.

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 logging in to 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.
- ❑ Complete forms you receive from MetLife to convert life insurance, if applicable.