

Benefits Upon Termination

If you are currently enrolled into benefits, your coverage will end at midnight on your **last day of employment.**

Continuation of Health Coverage (COBRA) (if applicable)

- Options for COBRA coverage will be mailed to you through our COBRA Administrator – Clarity Benefit Solutions. You are eligible to enroll into benefits previously covered during your employment, such as medical/Deaconess One Care, dental/Paramount Dental, and vision/Vision Service Plan (VSP).
 - Additional options for purchasing these benefits may be available through the Marketplace. Information is available at www.healthcare.gov

Life Insurance (if applicable) – **The Standard Group Policy #: 166907**

- If you elected Voluntary Life Insurance, return the Standard Life Conversion Application to Human Resources at Human.Resources@hfcu.info. The form will be submitted to The Standard, and they will contact you with continuation of coverage information. You may also convert the policy that was provided by Heritage Federal Credit Union to a whole life policy.
- Also, If you would like to change your life insurance to a portable policy, return the Standard Life Portability form to Human Resources at Human.Resources@hfcu.info. The Human Resources team will then complete the employer section and submit it to the carrier. The form must be sent to the carrier **no later than two weeks after your last day of employment. To ensure completion and submission of the form to the carrier by their deadline, please return the form to HR by ONE week after your last day of employment,**

Vacation

- You will be paid for any unused vacation time on your final check(s) if you meet the **eligibility** requirements as described in the Personnel Policy.

Final Pay Information

- You will be paid for all hours worked through **your last date of employment.** Any deductions due for the current month of benefit coverage will be deducted from your final check.

401k (if applicable) - **CUNA Plan ID: 013-0576-2**

- If you would like to withdraw or rollover your current 401(k) we recommend you visiting www.benefitsforyou.com to make your request. If you don't have online access, you can contact the CUNA Participant Service Center at 800-999-8786 for assistance or complete the CUNA Service Separated Withdrawal Request form and return to Human Resources at Human.Resources@hfcu.info. Once HR has received your signed form, we will send it to CUNA for processing, which generally takes 2 – 4 weeks.

If you have any questions, please feel free to contact the Human Resources department at Human.Resources@hfcu.info or you can contact Jenny Hurley or Greg Rockett directly at:

Greg Rockett: (812) 253-6928 ext. 2392 grockett@heritagefederal.org

Jenny Hurley: (812) 253-6928 ext. 2922 jhurley@heriatgefederal.org