



Leaving OSU Employment

You may leave employment at Oklahoma State University for a variety of reasons. The following information will help you manage the transition of your benefit programs. Your last day of work is your separation date. You may want to review insurance certificates and contact OSU Employee Services prior to determining your separation date to discuss the impact on your benefits. Various insurance plans govern cancellation rules and premiums for your coverage cannot be pro-rated for a partial month's coverage.

Annual and Sick Leave: If you are employed in a staff position and resign or are terminated or separated from University employment for any reason after your probationary period, you will be paid for accrued unused annual leave up to a maximum of one year's accumulation which could be up to 176 hours. Please refer to OSU Policy and Procedure 3-0713, Attendance and Leave for Staff, http://hr.okstate.edu/policy_proced. As a staff or faculty member, your unused sick leave will be forfeited upon separation. However, if you are reemployed by the OSU system within six months, your department head may authorize reinstatement of prior sick leave accumulations up to a maximum of 80 hours.

Medical, Dental, and Vision: Regardless of how many days you work in your last month, coverage continues until the end of the month of separation. If you are enrolled in any voluntary benefits and/or dependent coverage, you will receive an OSU Bursar bill for any premiums your final paycheck does not cover. As you budget, keep in mind there is a delay of up to two months before your OSU Bursar bill will reflect these charges.

Flexible Benefits: After termination, you 90 days to submit medical reimbursement of claims for expenses incurred prior to end of the month of your separation. You will forfeit any funds that cannot be claimed for out-of-pocket medical expenses incurred during employment. You have the opportunity to contribute with after-tax dollars through COBRA to keep your account open through the end of the year.

COBRA: You may continue health, dental, vision and/or flexible spending account contributions through COBRA for a limited time. Premiums are 2% higher than active employee rates. COBRA information is mailed to your home address as soon as OSU Employee Services is notified of your separation. You have 60 days from the date of notification to enroll. Enrollment in COBRA begins the first day you lost coverage under the plan and premiums are billed to your OSU Bursar account.

Life Insurance: OSU-paid life insurance coverage continues until the end of the month of separation. You may convert this coverage to a personal whole life policy within 60 days of separation by paying the actuarial value of the premium. For more information on converting this policy, call Lincoln Financial 888-398-8924. If you have elected additional supplemental coverage for you and/or your family, you may continue coverage by paying these premiums directly to Lincoln Financial, if elected within 60 days. The premium will remain the same. Contact OSU Benefits for additional information at (405) 744-5449.

Long-Term Disability: Coverage continues until the end of the month of separation. There is an opportunity to continue with an individual policy if you contact American Fidelity (AFA). If you are diagnosed with a disability that began while you were working, you have up to one year to file a claim directly with AFA although the benefits will be different than for active employees.

Retirement Program(s): Under certain circumstances and within certain time constraints, you may withdraw retirement contributions upon separation of employment. Depending on your OSU Retirement plan election you should contact OTRS at (877) 738-6365 and/or TIAA-CREF at (800) 842-2776 to request specific details regarding your withdrawal and/or investment options.

Unemployment Compensation: You may apply for unemployment compensation through the Workforce Oklahoma (Oklahoma Employment Security Commission) office nearest you. They determine whether or not you are eligible to receive benefits based upon the rules set forth by the State of Oklahoma. You must be physically able to work in order to receive unemployment compensation benefits.

Cancer and/or Long-Term Care: To continue coverage, please contact the vendor(s) directly. You can find information regarding your Cancer Care policy through the American Fidelity Assurance (AFA) website at <http://www.afadvantage.com/welcome.aspx>. You can request information regarding your Long-Term Care policy with John Hancock by calling (800) 482-0022.

Tax-Deferred Annuities—403(b), 457(b): If you have participated in a voluntary retirement option, your employee contributions to any tax-deferred annuity will cease with your last regular paycheck. You will need to contact TIAA-CREF, www.tiaa.org, 1-800-842-2776, regarding continued contributions or distribution options.

Beneficiary Update: You may want to complete a new beneficiary form for applicable plans which will continue after you leave OSU. To update your beneficiaries, contact TIAA-CREF at (800) 842-2776, and/or Oklahoma Teachers' Retirement System, (877) 738-6365.

Change of Address: Update your OSU contact information:

- Complete a *Personal Information Form*; <https://hr.okstate.edu/site-files/new-hire/personal-info-sheet-pif.pdf> or Submit a written request to OSU New Hire; email the request to newhire@okstate.edu; or fax your name, campus-wide ID, signature and date to OSU New Hire at (405) 744-8345
- Contact the OSU Bursar at (405) 744-5993, or email a request to bursar@okstate.edu
- Update your Retirement plan information by contacting the vendor directly.
OTRS: Complete an OTRS *Personal Data* form at <https://hr.okstate.edu/sites/default/files/docfiles/Personal%20Data%20Form.pdf> and mail the form to OTRS at PO Box 53524, Oklahoma City, OK 73152, or you may call OTRS at (877) 738-6365.
TIAA: The *TIAA Change of Address* form is available at <https://hr.okstate.edu/sites/default/files/docfiles/tiaaaddresschg.pdf> or you may call TIAA at (800) 842-2776.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.