

Benefits Continuation Overview

The following document provides details on the continuation and/or timing of various benefits as you transition out of BSW.

Medical, Dental, Vision

- Your current medical, dental and vision benefits will continue through the last day of the month in which your employment terminates.
- Optum is our third-party administrator for COBRA. You will receive a notice at your home address within two to three weeks following your last day of employment. You will have 60 days from the date of the notice to elect.

Spending/Savings accounts

- Your FSA coverage will continue through your last day of employment. You may submit for reimbursement of expenses incurred prior to this day.
- Optum will mail information to your home address regarding available COBRA options for the healthcare flexible spending account (FSA). If you wish to continue this coverage under COBRA, you will need to complete the election on the initial COBRA notice within 60 days.
- Your HSA is portable. That means you can take your HSA with you when you leave and continue to use funds and any earnings you have accumulated.

Life and AD&D insurance

- Your current coverage will continue through the last day of the month in which your employment terminates.
- You may have conversion or portability options for your coverage or spouse/dependent coverage. Please contact New York Life at **800-642-8238** if you have questions about your options.
 - If interested, you must apply for conversion insurance within 62 days after insurance under this policy ends or within 31 days of the date notice is given to apply for a converted policy or certificate, whichever is later.

Short-term disability

- Coverage ends on your last day of employment and is not eligible for conversion or continuation.

Long-term disability

- Your current coverage will continue through the last day of the month in which your employment terminates.
- You may have conversion options available for your coverage. Please contact New York Life at **800-642-8238** if you have questions about your options. To be eligible, you must have been insured for disability benefits and actively at work for at least 12 consecutive months.
 - If interested, you must apply for conversion insurance within 62 days after insurance under this policy ends or within 31 days of the date notice is given to apply for a converted policy or certificate, whichever is later.

Benefits Continuation Overview Cont.

Accidental injury/Critical illness

- Coverage ends on the last day of the month in which you work.
- You may have conversion or portability options for your coverage or spouse/dependent coverage. Please contact Cigna at **888-737-3855** if you have questions about your options. If interested, you must apply for conversion insurance within 62 days after insurance under this policy ends or within 31 days of the date notice is given to apply for a converted policy or certificate, whichever is later.

Legal Plan

- Coverage ends on the last day of the month in which you work and is not eligible for conversion or continuation.

Paid Time Off

- Any remaining PTO balance after your last day of employment will be paid out to you within 1-2 pay periods of your last day.
- Senior management time off (SMTO) days are not accrued, so you will not be paid for any unused SMTO days upon your separation of employment.

Retirement Accounts (Empower)

- Within three-to-four weeks after your last day of employment, you will receive a termination kit from Empower explaining your distribution options. You may contact an Empower representative at **844-722-2794** weekdays, 8 a.m. to 7 p.m. CST or log into BSWHretirement.com.
- You are always 100% vested in the contributions you made to your retirement plan. The employer matching dollars vest at 100% after three years of service.
- Outstanding loans (if applicable) must be repaid within 90 days to avoid a taxable distribution. Contact Empower at **844-722-2794** for information on how to continue making payments on your loan.

401(k) Retirement Plan and 403(b) Employee Savings Plan

- If your account balance is \$1,000 or less, the total vested balance will be distributed to you in a lump sum payment after your termination.
- If your account balance is more than \$1,000, but less than \$5,000, and you do not make a distribution election, your account will be automatically rolled over to an IRA with Millennium Trust Company (**877-682-4727**).
- Account balances greater than \$5,000 may remain with Empower, if desired.
- You may rollover your funds to an IRA or another qualified plan or take a lump sum distribution with applicable taxes and possible penalties.