

# Benefits Continuing Information

General Staff, APPs, Directors and CRNAs

## Medical, Dental and Vision

- Your current 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 two-to-three weeks following your last day of employment, and you will have 60 days from the date of the notice to elect Cobra.

## Flexible Spending Options

- Your FSA coverage will continue through your last day of employment.
- 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 Cigna at 1-888-737-3855 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 given to apply for a converted policy or certificate, whichever is later.

## Short-term Disability

- Coverage ends on the 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 Cigna at 1-888-737-3855 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. 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 your employment terminates and is not eligible for conversion or continuation.



**QUESTIONS?**

**Call PeoplePlace at 844-417-PLACE**

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## Paid Time Off

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

## Empower Retirement Accounts

- Within three-to-four weeks after your last day of employment, you will receive a termination kit from Empower explaining your distribution options for your retirement account(s). You may contact an Empower representative at 844-722-2794 weekdays, 8 a.m. to 7 p.m. CST or log into [BSWHretirement.com](https://www.bswhretirement.com).
- If you have at least three years of service with Baylor Scott & White, you are 100% vested in your account(s).

## 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 of employment.
- 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).
- If your account balance is more than \$5,000, your account may remain with Empower in the retirement plan or distribution when you reach 65 years of age, unless you elect to receive an earlier distribution or defer receiving your distribution to a date no later than when you become 70 ½ years of age.

## Distribution Options

- You may rollover your funds to an IRA or another qualified plan or take a lump sum distribution with applicable taxes and possible penalties.
- If your account balance is more than \$5,000, your account can remain at Empower in the retirement plan for distribution when you reach 65 years of age. Unless you elect to receive an earlier distribution or defer your distribution to a date no later than when you reach 70 ½ years of age.

Outstanding loans (if applicable) must be repaid within 90 days from the first missed payment date or the outstanding balance will be reported as a taxable distribution. Contact Empower for information on how to continue making payments on your loan to avoid a taxable distribution.