

This checklist explains how your benefits are affected when your LLNS employment ends.

You may wish to review this information with the Benefits Office to be sure that you have taken all necessary actions.

Need Help?  
Contact the Benefits Office at 925-422-9955 or visit our website at <https://benefits.llnl.gov>

# Termination of Employment

## Benefits Checklist

### When LLNS Employment Ends

Generally, your participation in LLNS-sponsored benefit plans stops when your LLNS employment ends. You may, however, be able to continue some benefits for a limited time. The chart on pages 2 and 3 explains your benefits options in detail.

**Retirement Benefits:** If you are a participant in TCP1 and want to retire from LLNS, contact the Benefits Office for information.

If you are retiring or have already retired from University of California Retirement plan (UCRP) and are eligible for post-retirement health benefits from LLNS contact the Benefits Office for information.

**Distributions from LLNS 401(k):** When you leave LLNS employment, you may keep your 401(k) Plan savings with the LLNS-sponsored program if your plan balance is at least \$1,000 (including employer match and/or service based contributions). If you do not meet the minimum balance requirements, you must take a full distribution of all your money in the plan. Taxes and penalties may apply.

**401(k) Loan Program:** If you have an outstanding loan, you must arrange one of the following options with Fidelity within 90 days from your last day on pay status:

- Make monthly payments.
- Repay the outstanding amount in full

If you do not take any action, the outstanding principal will be reported as a distribution and will be subject to income tax and (if applicable) state and federal penalties.

To take a distribution of money you accumulated in the 401(k) Plan or arrange loan payments, contact Fidelity at 800-835-5095 or go online at [www.netbenefits.com](http://www.netbenefits.com)

## When LLNS Employment Ends

Benefit Plan	Benefits Options
<b>Health and Welfare Plans</b>	
Medical Dental Vision	<p>Coverage ends on the last day of the last month for which premiums are paid, for example:</p> <ul style="list-style-type: none"> <li>• If separation date is October 15 coverage ends on October 31; or</li> <li>• If separation date is October 31 coverage ends on October 31.</li> </ul> <p>Unless you are terminated for gross misconduct, you and/or your eligible family members may be eligible to continue LLNS-sponsored coverage under COBRA (the Consolidated Omnibus Budget Reconciliation Act of 1985). You have 60 days from the date you lose coverage by reason of a qualifying event (e.g., employment termination) or from the date you receive notice of your continuation rights, whichever is later, to apply for COBRA continuation. You will be mailed additional information with rates.</p> <p>After COBRA continuation coverage ends or as an alternative to COBRA continuation, you may be able to convert your LLNS-sponsored <i>medical</i> plan to an individual policy. Please note that individual policies are generally more costly and may provide fewer benefits. As an alternative, if you can meet individual underwriting requirements, you might apply directly to the carrier for an individual policy with more options and possibly lower rates. You have 31 days after your LLNS or COBRA continuation coverage ends to apply for conversion. You may <i>not</i> convert your dental or vision plan to an individual policy.</p> <p>If you are 50 or older with at least 10 years of service credit you may be eligible for retiree health benefits from LLNS. Contact the Benefit Office for information.</p>
Legal Basic Life Supplemental Life Basic Dependent Life Expanded Dependent Life Accidental Death & Dismemberment (AD&D)	<p>Coverage ends on the last day of the last month for which premiums are paid. You may, however, convert this coverage. Contact the insurance carrier within 31 days of the day your group coverage ends to apply for conversion. When you convert coverage, you pay premiums directly to the carrier. Please note that these policies are generally more costly and may provide fewer benefits.</p> <p>The Supplemental and Dependent Life plans can also be carried over to the Met-Life Portability group term life plans. (For Dependent Life, portability is available only if you also elect portability of your Supplemental Life Insurance).</p> <p>You may continue legal coverage for you and your spouse or domestic partner. You can also purchase AD&amp;D coverage under the retiree group plan.</p>
Supplemental Disability Business Travel Accident	<p>Coverage ends on your last day actively at work. You cannot continue or convert these plans.</p> <p>If you will remain on paid leave prior to your separation, you must complete a cancellation form to stop Supplemental Disability premium deductions. Note that even if you remain on pay status, your coverage ends on your last day actively at work.</p>

## When LLNS Employment Ends

Benefit Plan	Benefits Options
<b>401(k) Plan and Retirement Plans</b>	
401(k)	<p>Your contributions and LLNS' matching and service based contributions (for TCP2 participants) stop with your last paycheck.</p> <p>If you have at least \$1,000 in the 401(k) Plan, those funds can stay in the LLNS-sponsored 401(k) plan. If you have less than \$5,000 when you leave LLNS employment, you <i>must</i> request a total distribution. Taxes and penalties may apply.</p> <p>Contact Fidelity for distribution details and other options.</p>
Social Security Other Retirement Plans	<p>Contributions stop with your last paycheck. If you are considering retirement and need more information, contact Social Security. If you are a member of another retirement plan, including UCRP, contact that plan directly for information.</p>
<b>Other Benefits</b>	
Vacation Leave	<p>When you leave, you are paid for any accumulated vacation leave earned through your last day at work.</p>
Sick Leave	<p>When you leave, you are not paid for any accumulated sick leave.</p> <p>If you are a participant in TCP1, 50 or older, with 5 or more years of service credit and elect to retire from LLNS within 120 days of your termination date, your sick leave balance will be converted to service credit and used as part of your monthly pension calculation.</p>
Dependent Care Reimbursement Account (DCRA)	<p>Contributions stop when you go off pay status. Eligible expenses incurred through the end of the pay period in which you made the last contribution are eligible for reimbursement. ADP must receive your claims by the filing deadline of the following year; you forfeit funds left in your account after that date.</p>
Health Care Reimbursement Account (HCRA)	<p>Contributions stop when you go off pay status. Eligible expenses incurred through the end of the pay period in which you made the last contribution are eligible for reimbursement, unless you continue participation under COBRA. ADP must <i>receive</i> your claims by the filing deadline of the following year; you forfeit funds left in your account after that date.</p> <p>You will receive a "Qualifying Event Notice" explaining the procedure for continuing your participation under COBRA. With COBRA, you can continue your participation through the end of the current plan year (December 31) by making direct, after-tax payments to your account.</p>

This brochure entitled "Termination of Employment" is intended to provide LLNS employees an overview of the policy and procedures required to end specific benefit coverage's at the end of one's employment with LLNS. Every effort has been made to insure the accuracy of the information provided. However, should a conflict exist between information provided in this brochure and the benefit Plan document, the Plan document will prevail.