

Summary of Benefits at Separation

This is a brief outline of benefits. Under all circumstances, the insurance policy or official plan document will take precedence over information in this document.

Benefit	When Benefit Ends	Post-Employment Information
Medical, Dental and Vision Insurance	Coverage automatically ends on the last day of the month of employment for you and your enrolled family members.	Coverage may be extended by electing COBRA. A COBRA election packet will be mailed to your home within 2 weeks from your last day.
Life and Accidental Death & Dismemberment Insurance	Coverage automatically ends on the last day of employment.	You may apply to port or convert your insurance. The insurer determines the ported or converted benefit amounts and your cost, and they will mail an information packet after your employment ends.
Short-Term Disability and Long-Term Disability Insurance	Coverage automatically ends on the last day of employment.	
Flexible Spending Accounts - Healthcare or Dependent Care	Contributions end with your final paycheck.	Eligible expenses that were <i>incurred prior</i> to separation date can be submitted for claims. Expenses that were <i>incurred after</i> separation date are not eligible for claims. Unclaimed amounts in your spending account will be forfeited. The deadline to submit claims is March 31 of the following calendar year. Your Healthcare FSA may be extended by electing COBRA. If you don't elect COBRA, you cannot submit reimbursement requests for expenses incurred after termination. Dependent Care - you may request reimbursement for qualifying dependent care expenses incurred through December 31.
Health Savings Account	Contributions end with your final paycheck.	Your account remains available to fund qualifying expenses after termination. You may be able to rollover your account if enrolled in a high-deductible medical plan.
403(b) Retirement Account	University contributions for the current calendar year will be forfeited from your retirement account if you have not worked at least 1,000 hours in the year. Exceptions: employment separation was due to retirement at age 65 or older, death or disability	Fidelity will mail a letter to your home a few weeks after leaving. Your distribution options including rollover, cash and periodic installments. Contact Fidelity at (800) 343-0860 or at their website for assistance. Address change can also be made on the phone with Fidelity.
		If you are a TIAA account holder, you are advised to promptly contact TIAA to discuss distribution options and election deadlines that are applicable to your individual contracts. (800) 842-2776.
Sick Leave	Accrued and unused sick hours are forfeited upon separation.	
Staff Vacation and Holiday Pay	You must be actively at work after a holiday to be paid for that holiday.	The value of accrued and unused vacation hours will be included in your final paycheck if sufficient notice was provided.
Tuition Benefits	Tuition Remission: if an employee separates from service during an academic quarter and before final exams, the tuition remission benefit for the employee or family member will be prorated based on the number of completed weeks of employment in the quarter. The student will be billed for any remaining amounts that are due. Tuition Exchange and FACHEX: scholarship is subject to the revocation practice of the attended institution.	
Other benefits including wellness and employee assistance	Coverage automatically ends on the last day of the month of employment.	
Campus privileges including Fitness Center, Library	Access generally ends on your last work day upon surrender of your campus card.	Certain campus privileges are extended to Honored Retirees and Emeriti Faculty if designated as such upon retirement.
Access to Seattle University email account	Staff who aren't an alum, a student, or an Honored Retiree lose email access around 4:30pm on the day of separation. Faculty who aren't an alum, a student, or an Emeriti Faculty lose email access 2 weeks after separation date.	