

**Please ensure that all RSFH property is returned promptly to your leader or to HR on/by your final day of employment. Items to be returned may include:**

- Resignation Letter
- Parking Card
- RSFH Purchasing Card
- Keys (*office, building, desk, cabinet*)
- Uniforms
- Badge/Locator Badge
- RSFH Issued Phone
- RSFH Computer/Other Communication Equip.

*\*Any balances owed may be deducted from your last pay check.*

## **Benefits Information**

### **Final Paycheck**

- Any payment due for hours worked will be paid on the next regularly scheduled pay period.
- The funds will be paid via direct deposit and a pay stub will be mailed to your home.

### **PTO Payout Eligibility**

- Teammates resigning from Roper St. Francis Healthcare with less than two (2) years of service are not eligible for payment of Paid Time Off accruals upon termination.
- Teammates with 2 to 5 years of service will receive 50% of the base rate for payment of Paid Time Off accruals upon termination.
- Teammates with greater than 5 years of service will be eligible for payment of Paid Time Off at 100% of the base rate up to the maximum hours allowed per policy.
- A teammate must give and work out a proper notice, as outlined by policy, to receive his/her PTO payout.
- If PTO payment is due, it will be paid via direct deposit and will be included in your final check.
- Teammates terminated for cause are not eligible to receive payment of accrued PTO hours.

### **Medical/Pharmacy, Dental & Vision Coverage**

- Coverage will continue through the end of the month in which separation from employment occurs provided the premiums are paid.
- A COBRA packet with information will be mailed directly to the home address on file within the month following termination of employment.

### **Flexible Spending Accounts**

- Coverage ends on the day your employment terminates with RSFH.
- Claims for Health Care Flexible Spending Accounts must be filed within 90 days from your separation date.
- Claims for Dependent Care Flexible Spending Accounts can be filed until March 31<sup>st</sup> of the year following your separation date.
- For either type of flexible spending account, only eligible expenses incurred prior to your separation date will be reimbursed.
- Please contact Optum Financial at 844-973-3919 with questions.

### **Basic Term Life, Supplemental Term Life Insurance, Dependent Life Insurance**

- Coverage ends on the day your employment terminates with RSFH. A conversion/portability letter for basic and/or supplemental life insurance will be mailed to you following your separation date.
- To continue coverage, you must request information within 15 days from the date of the letter or 31 days from your coverage termination date, whichever is later.
- Under no circumstances will continuation of coverage be available beyond 91 days from your coverage termination date.

### **Employee Assistance Program (EAP)**

- EAP services continue to be available to you and your eligible dependents during the COBRA continuation period at no cost.
- To schedule an appointment or speak with a counselor, please call toll free 800-634-6433, 24 hours a day, seven days a week.

### **Long Term Disability**

- Coverage ends on the day your employment terminates with RSFH and the benefit is not portable.

### **Short Term Disability**

- Coverage ends on the day your employment terminates with RSFH.
- Coverage may be continued at your current premium.
- Please contact the Farmington Company at 800-621-0067 to make billing arrangements for continuation of coverage.

### **Universal Life Insurance**

- Payroll deductions end based on the day your employment terminates with RSFH.
- Information regarding ways to continue coverage will be mailed to you by Transamerica following your separation date.

### **Accident Insurance**

- Coverage ends at the end of the month in which your employment terminates with RSFH.
- You may elect Portability, but not beyond the primary insured's attainment of age 80.
- Your request to port coverage and initial premium should be submitted to The Hartford within 31 days from the date coverage ends.
- Please contact [HRBenefitsTeam@rsfh.com](mailto:HRBenefitsTeam@rsfh.com) timely for more information if interested in porting coverage.

### **Critical Illness Insurance**

- Coverage ends at the end of the month in which your employment terminates with RSFH.
- Coverage may be continued for you and your dependent(s) under a group portability policy. Your spouse may also continue insurance in certain circumstances.
- Your request to port coverage and initial premium should be submitted to The Hartford within 31 days from the date coverage ends.
- Please contact [HRBenefitsTeam@rsfh.com](mailto:HRBenefitsTeam@rsfh.com) timely for more information if interested in porting coverage.

### **Retirement: 403(b) &/or 457(b) Plans**

- The Fidelity retirement plan website is [www.netbenefits.com/atwork](http://www.netbenefits.com/atwork).
- Fidelity can be reached at 800-343-0860.
- If you are eligible and participate in the 457(b) plan, the account will be distributed automatically 4 months from your separation of employment unless you make a future distribution election within 90 days from the date you separate employment.

### **Access to Personnel Records for Terminated Teammates**

- You may review your personnel file for up to thirty (30) days following the separation date. Personnel records are closed and not available for review thereafter unless mandated by court order, governmental agency or as required by law.
- Appointments to review your file can be scheduled with an HR Employee Relations Representative.

## **Human Resources Contact Information**

### **General HR Inquiries:**

843-720-8400

### **Employee Relations Assistance:**

843-720-8400 Option 4

### **Email Inquiries:**

[HREmployeeRelations@rsfh.com](mailto:HREmployeeRelations@rsfh.com)

### **Benefits Assistance:**

843-720-8400 Option 2

### **Email Inquiries:**

[HRBenefitsTeam@rsfh.com](mailto:HRBenefitsTeam@rsfh.com)