

# Termination of Employment Benefits

UNIVERSITY  
OF  
CALIFORNIA

## **KEY DEADLINES**

Before you leave UC, **make sure your personal email address is up to date in UCPATH**. If it is, within 48 hours of the official end of your UC employment you'll receive an email with the information you'll need to activate your former employee account.

If you leave UC without a current personal email on file, call UCPATH — a representative can update your email address and make sure you receive your login information.

### **IF YOU WANT TO RETIRE AND CONTINUE UC BENEFITS COVERAGE**

- If you're eligible, contact the UC Retirement Administration Service Center by UC Retirement At Your Service (UCRAYS) secure message or phone (800-888-8267) as soon as possible to begin the process. (You must retire within 120 days of your separation date, and the process can be time-consuming.)

### **IF YOU WANT TO CONTINUE UC BENEFITS COVERAGE THROUGH COBRA**

- Apply within **60 days** from the date you lose medical, dental or vision coverage.

### **IF YOU WANT TO APPLY FOR AN INDIVIDUAL MEDICAL POLICY**

- Apply within **31 days after UC medical coverage**, or **63 days after COBRA medical coverage**, ends.

### **IF YOU WANT TO CONVERT OR PORT YOUR COVERAGE TO AN INDIVIDUAL ACCIDENT, CRITICAL ILLNESS, HOSPITAL INDEMNITY, LIFE INSURANCE, AD&D OR LEGAL PLAN**

- Apply to convert or port to an individual policy **within 31 days** after your UC coverage ends.

### **IF YOU HAVE FUNDS LEFT IN YOUR HEALTH AND/OR DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS**

- File any claims for reimbursement **by April 15 of the year after you leave UC** (otherwise you forfeit money left in the accounts).

### **IF YOU HAVE AN OUTSTANDING 403(B) LOAN**

- Arrange to make monthly payments or repay the outstanding amount in full as soon as possible, but **no later than 90 days** after your last day on pay status.

#### **Got questions?**

If you still have questions after reviewing the information here, check out UCnet ([ucnet.universityofcalifornia.edu](http://ucnet.universityofcalifornia.edu)). You'll find general information, UC publications and forms, and details on benefit plans. To review the specific benefits you're enrolled in, log in to your UCPATH online account ([ucpath.universityofcalifornia.edu](http://ucpath.universityofcalifornia.edu)). You can also contact your local Benefits Office for help.

At the time you move on from UC employment, you'll want to make your transition as seamless as possible.

You'll also want to be sure you understand what options you have regarding your health, welfare and retirement benefits.

This fact sheet outlines what happens to your benefits when you leave UC, and how to arrange to continue or convert your coverage if you need to.

There are a few important details to complete. First, make sure your personal email address is up to date in UCPath before you leave UC so you receive the information you'll need to activate your former employee account. If you leave UC without a current personal email on file, call UCPath for assistance. You'll also need to return any UC items related to your job and leave voicemail and email messages letting others know who to contact on UC business after you've left

- If you're taking a leave without pay, check the *Leave Without Pay Fact Sheet* for information that applies to you. It is available online at [ucal.us/leavewithoutpay](https://ucal.us/leavewithoutpay).

Finally, if you're leaving one campus, medical center or laboratory to work at a different UC location, please contact UCPath as soon as possible to arrange for a smooth transition of your benefits. You'll find detailed information about what you need to do online at [ucal.us/intercampustransfer](https://ucal.us/intercampustransfer).

## Health, Welfare and Other Benefits

For the most part, your participation in UC benefits will end when you leave, unless you are retiring. If you're retiring, please see the *Group Insurance Eligibility Fact Sheet for Retirees* (available at [ucal.us/gieretirees](http://ucal.us/gieretirees)) to learn more about the benefits you're able to continue, and what you need to do.

Fortunately, if you need to continue certain benefits, you have some options for doing so.

If you're leaving UC for medical reasons, please contact your local Benefits Office right away. They can help determine your eligibility for disability, retirement and other possible benefits.

If you're being laid off, please see the UCnet roadmap *What to do if you're laid off temporarily* or *What to do if you're being laid off* (available at [ucal.us/roadmaps](http://ucal.us/roadmaps)). You'll find important information there that may be applicable to you, including details about preference for re-employment and right to recall.

You can continue some of your UC benefits—both for yourself and your spouse, domestic partner or eligible dependents—through COBRA. This program may allow you to continue medical, dental, vision and health flexible spending account benefits for up to 18 months. Coverage under COBRA is identical to the UC-sponsored coverage that you and your dependents had just before you ended UC employment. For additional details about how COBRA works and how to enroll, please see [ucal.us/COBRA](http://ucal.us/COBRA).

If you are enrolled in a fully insured plan (such as Kaiser and UC Blue & Gold Plan) when your 18-month COBRA period ends, you may be able to continue your medical coverage for an additional 18 months under CalCOBRA. There is no CalCOBRA extension for the UC self-funded medical plans. If you are enrolled in CORE, UC Care or UC Health Savings Plan, you will not be able to continue your coverage through UC after you have exhausted your 18-month federal COBRA continuation.

Another option, for certain benefits, is to convert your group coverage to an individual policy or port (or continue) your group insurance policy. Be aware, though, that converted individual policies are often more expensive, and provide fewer benefits, than group coverage. Porting coverage requires meeting additional requirements set by the carrier. For additional information, contact your Benefits Office or your insurance carrier.

You may also want to explore your options through the health insurance marketplace established under the Affordable Care Act. In California, you can find information at [coveredca.com](http://coveredca.com) or call 800-300-1506.

The table on pages 5–7 summarizes continuation options for your UC health and welfare benefits.

WEX is the COBRA Administrator for the University. Please contact WEX if you have any questions about the COBRA continuation. Phone: (844) 561-1338 or Email: [COBRAemployerservices@wexhealth.com](mailto:COBRAemployerservices@wexhealth.com)

### Tip:

You may be eligible for unemployment insurance. You can get details and apply for benefits at your local office of the California State Unemployment Department (EDD), or online at [edd.ca.gov](http://edd.ca.gov). If you work outside California, check with the comparable agency in your state.

## HEALTH, WELFARE AND OTHER BENEFITS — CONTINUATION OPTIONS

Benefit	When UC coverage ends	Continuation options	What you need to do	What you need to know
<b>Medical</b>	Last day of last month for which you have an eligible appointment and premiums are paid	<p>COBRA*, CalCOBRA (CalCOBRA not available for UC Care, Core and UC Health Savings Plan)</p> <p>Conversion to individual policy (after COBRA coverage ends, if your coverage has been continuous, or as an alternative to COBRA)</p>	<p>Apply for COBRA continuation no later than 60 days from the date you lose coverage or the date you receive notice of your continuation rights (whichever is later). Contact UCPath about how to apply, or go to <a href="http://ucal.us/COBRA">ucal.us/COBRA</a></p> <p>Apply within 31 days after your UC or COBRA coverage ends by contacting UCPath.</p>	<p>The COBRA period allows you to continue your medical coverage for up to 18 months. After that, you and/or your eligible family members may be able to extend your coverage (medical only) for an additional 18 months under CalCOBRA.</p> <p>Converting a group medical policy to an individual one usually means paying more for fewer benefits. Check with the insurance carrier about applying directly for an individual policy. If you qualify, you may find more options and lower rates.</p>
<b>Dental, Vision</b>	Last day of last month for which you have an eligible appointment and premiums are paid	COBRA* (conversion to individual policy not available)	Apply for COBRA continuation no later than 60 days from the date you lose coverage or the date you receive notice of your continuation rights (whichever is later). Contact UCPath about how to apply, or go to <a href="http://ucal.us/COBRA">ucal.us/COBRA</a>	
<b>Accident, Critical Illness, Hospital Indemnity</b>	Last day of last month for which you have an eligible appointment and premiums are paid	Continue coverage through porting	Contact the carrier directly within 31 days of the day your group coverage ends.	
<b>Legal</b>	Last day of last month for which you have an eligible appointment and premiums are paid	Conversion to individual policy	Contact the carrier directly within 31 days of the day your group coverage ends.	
<b>Basic Life, Core Life</b>	Last day of last month for which you have an eligible appointment and premiums are paid	Conversion to individual policy	Contact the carrier directly within 31 days of the day your group coverage ends.	Individual policies tend to be more expensive and offer fewer benefits.

\* Unless you are terminated for gross misconduct

# Health, Welfare and Other Benefits

## HEALTH, WELFARE AND OTHER BENEFITS — CONTINUATION OPTIONS

Benefit	When UC coverage ends	Continuation options	What you need to do	What you need to know
<b>Supplemental Life, Basic Dependent Life, Expanded Dependent Life</b>	Last day of last month for which you have an eligible appointment and premiums are paid	<p>Conversion to individual policy</p> <p>Transfer coverage to the Prudential Portability group term life plans. (For Dependent Life, this is only available if you also elect portability of your Supplemental Life policy.)</p>	<p>Contact the carrier directly within 31 days of the day your group coverage ends. You'll make payments directly to the carrier.</p> <p>Contact your local Benefits Office for the portability application form. Generally, you'll need to apply within 31 days after UC coverage ends. For details about application requirements for each type of coverage, go to <a href="http://ucal.us/COBRA">ucal.us/COBRA</a></p>	<p>Individual policies tend to be more expensive and offer fewer benefits.</p> <p>To be eligible for portability, you must be actively at work on the day before you separate from UC employment. Your dependent may not be confined for medical care or treatment at home or elsewhere on the day your UC coverage ends. Life insurance benefits for those who choose portability will be reduced to 60% at age 65, 50% at 70, and will end at age 80.</p>
<b>Accidental Death and Dismemberment (AD&amp;D)</b>	Last day of last month for which you have an eligible appointment and premiums are paid	Conversion to individual policy	Contact the carrier directly within 31 days of the day your group coverage ends. You'll make payments directly to the carrier.	
<b>Voluntary Short- and/or Long-Term Disability, UCRP Disability</b>	Your last day actively at work.**	None available	If you'll be on paid leave before separating from UC employment and are enrolled in Voluntary Short- and/or Long-Term Disability, you must submit a completed cancellation form to UCPath to stop the premium deductions.	Even if you remain on pay status, your coverage ends on your last day actively at work.
<b>Business Travel Accident Insurance</b>	Your last day actively at work.**	None available	N/A	N/A
<b>Workers' Compensation</b>	Your last day actively at work.**	<p>For most employees, none available.</p> <p>UC police and fire employees may remain eligible for certain medical conditions for up to five years.</p>	If you're a police or fire employee, contact your local Benefits Office for information.	

\*\* Being actively at work means that you're being paid *and* on the job working. Being on pay status also means that you are being paid, but you are not on the job working, because you might be on vacation, say, or out sick.

## HEALTH, WELFARE AND OTHER BENEFITS — CONTINUATION OPTIONS

Benefit	When UC coverage ends	Continuation options	What you need to do	What you need to know
<b>Dependent Care Flexible Spending Account (DepCare FSA)</b>	Coverage ends the last day of the pay period (monthly or biweekly) in which you make your final contribution to the FSA.	None available	Submit your claims to the FSA administrator by April 15 of the year after you leave UC employment.	If you don't submit your claims by the deadline, you'll forfeit any money left in your account.
<b>Health Flexible Spending Account (Health FSA)</b>	Coverage ends the last day of the pay period (monthly or biweekly) in which you make your final contribution to the FSA.	COBRA*	Apply for COBRA continuation no later than 60 days from the date you lose coverage or the date you receive notice of your continuation rights (whichever is later). Contact UCPath about how to apply, or go to <a href="http://ucal.us/COBRA">ucal.us/COBRA</a>	You can continue participation through the end of the current plan year by making direct, after-tax payments to your account. If you don't submit your claims by the deadline, you'll forfeit any money left in your account.
<b>Tax Savings on Insurance Premiums (TIP)</b>	Contributions stop with your last paycheck.	None available	N/A	N/A
<b>Auto/Home/Renter's Insurance</b>	End of the policy contract year. (The carrier will bill you directly unless you cancel your coverage.)	You may be able to continue coverage beyond the end of the policy contract year, but your rates may change.	Contact the insurance company for information and to arrange to make payments, if you wish to.	N/A
<b>Bright Horizons Caregiving Services</b>	When you go off pay status**	None available	N/A	N/A
<b>ScholarShare</b>	When you go off pay status**	You may continue to make contributions directly to ScholarShare	N/A	N/A
<b>Parking/Commuter Benefits</b>	Your contributions and coverage end when you go off pay status**	None available	N/A	N/A
<b>Vacation Leave</b>	You will be paid for any unused vacation time earned through your last day of work.	N/A	N/A	N/A
<b>Sick Leave</b>	You won't be paid for any accumulated sick leave.	N/A	N/A	If you retire within 120 days of separation and elect a monthly pension, any unused sick leave will be converted to retirement service credit at the rate of about eight hours of sick leave for one day of service credit.

\* Unless you are terminated for gross misconduct

\*\* Being actively at work means that you're being paid *and* on the job working. Being on pay status also means that you are being paid, but you are not on the job working, because you might be on vacation, say, or out sick.

# UC Retirement Plan and UC Retirement Savings Program Plans

When you leave UC employment, you have several options about what to do with your pension and retirement savings.

## UC RETIREMENT PLAN

If you're a UCRP member, you'll stop accruing UC Retirement Plan (UCRP) service credit when you go off pay status. You are eligible for one of these options:

### BECOMING AN INACTIVE UCRP MEMBER

If you leave your accumulations in the Plan, you may become an inactive member, which means that you retain the right to future UCRP retirement benefits. You'll be an inactive member if you meet one of the following criteria:

- you have at least five years of service credit
- you're eligible for reciprocity
- you were medically separated from University employment and are eligible to apply for UCRP disability income
- you're a faculty member of a University medical school who has been appointed by the Veterans Administration to a University-affiliated hospital, and, as a result, receive no further covered compensation
- you're a ladder-rank faculty member employed by the Howard Hughes Medical Institute (HHMI) or Ludwig Institute for Cancer Research (Ludwig) or
- you became a Plan member July 1, 1989, or earlier, and reached age 62 while still an eligible employee.

If you are leaving UC employment involuntarily for budget reasons and don't yet have five years of service credit, you may be able to become an inactive member by purchasing the service credit you need (for example, for an unpaid leave).

If you are eligible, you may be able to make an after-tax lump sum payment for a service credit purchase, before separation from employment, that would allow you to become vested. Contact your Benefits Office right away for more information.

Alternatively, if you have less than the required amount of UCRP service credit and have service credit in another eligible retirement plan, such as CalPERS, you might qualify to become vested because of your service with the other plan. Check with your Benefits Office.

Even if you're not eligible for inactive membership, you may leave your accumulations in UCRP and keep your UC service credit in case you return to UC later in your career. You may also request a refund of your accumulations. See page 9 for more information.

## ELECTING TO RETIRE

If you're eligible to retire, you may do so at any time. **Important: You'll need to retire within 120 days of your separation from UC employment if you want to continue any UC retiree health and other benefits for which you are eligible.** For more information, please see [ucal.us/ucrphwb](http://ucal.us/ucrphwb).

To learn more about the retirement process, check out "What to do if you're preparing for retirement" at [ucal.us/preparetoretire](http://ucal.us/preparetoretire). You can initiate and process your retirement electronically through UC Retirement At Your Service (UCRAYS; [retirementatyour.service.ucop.edu](http://retirementatyour.service.ucop.edu)).

If you are a UCRP member and you elect to retire, you may choose to receive UCRP retirement income in the form of a monthly lifetime benefit or, under certain circumstances, a lump sum cashout. Be aware that by choosing the lump sum benefit, you forfeit other valuable UC retirement benefits, such as retiree health and welfare benefits.

You're eligible for the cashout if you became a UCRP member before July 1, 2013, and:

- you are eligible to retire when you leave University employment, (that is, age 50 or older with five years of UCRP service credit) or
- you are an inactive or disabled member who is eligible to retire.

In general, members who joined UCRP after July 1, 2013, don't have the lump sum option, unless you are a member of CNA, UPTe or AFSCME. To learn more, talk with your Benefits Office or see the *Lump Sum Cashout Fact Sheet* at [ucal.us/lumpsumcashout](http://ucal.us/lumpsumcashout).

If you are a Savings Choice participant, you are considered to have retired if you are eligible for retiree health benefits and commence those benefits within 120 days of leaving UC employment. Your eligibility for retiree health benefits is based on your age and any service credit you have earned that counts towards eligibility for retiree health and welfare benefits (both as a Savings Choice participant and as a UCRP member during a previous term of employment, if applicable). Please note that you must leave at least \$2,000 in your Savings Choice account to retain your service credit toward retiree health and welfare benefits. See page 9 for more information.

### Tip:

Let UC know your current address. If you leave money in the University of California Retirement Plan (UCRP), you must notify UC whenever you change your permanent address. You can update your address by signing in to your UC Retirement At Your Service (UCRAYS) account. Or let your local Benefits Office know of any changes.

## REQUESTING A REFUND OF UCRP ACCUMULATIONS

When you leave UC, you may request a refund of your accumulations, i.e., the UCRP contributions that you made, plus any interest. (UC's contributions are not refundable.) You may also request a distribution of any Capital Accumulation Payment (CAP) balance.

You may request a refund of your UCRP accumulations regardless of whether or not you're eligible for inactive UCRP membership, but there's a significant downside: getting this refund cancels your right to any future UCRP benefits based on your years of service so far (unless you were to return to UC employment and reestablish service credit). Taking a CAP distribution does not have this consequence.

## TAKING A CAPITAL ACCUMULATION PAYMENT (CAP) DISTRIBUTION

To take a CAP distribution, you'll need to complete the *Distribution Request—CAP Balance* form (UBEN 142CAP). You can request and submit the form through your UC Retirement at Your Service (UCRAYS) account. The form is also available online at [ucal.us/UBEN142cap](http://ucal.us/UBEN142cap), or you may contact the UC Retirement Administration Service Center (800-888-8267) to request it.

## PURCHASING SERVICE CREDIT

**If you have a service credit purchase in progress it must be completed before you separate from UC.**

## UC RETIREMENT SAVINGS PROGRAM PLANS

### KEEPING MONEY IN YOUR ACCOUNTS

If you are no longer working at the University of California, you can keep your money in the 403(b), 457(b) and DC Plans (including vested Savings Choice and Pension Choice supplemental accounts) for each plan that has a vested balance of at least \$2,000.

If you don't meet the balance requirement, you must receive a full distribution of your vested money from that plan. You can request a distribution, or rollover, by going online to [myUCretirement.com](http://myUCretirement.com) and logging into NetBenefits or by calling Fidelity at 866-682-7787. (If you're a non-exempt student employee, this method of taking a distribution applies to you as well.) Separated employees not meeting the minimum balance requirement will normally be subject to automatic distributions from that Plan within 90 days of separation.

If you don't make arrangements for a distribution, your vested balance will be:

- Rolled over to an IRA custodian in an account maintained for you (if your vested balance is more than \$1,000 but less than \$2,000), or

- Paid directly to you at your address of record (if your vested balance is \$1,000 or less).

You may be liable for taxes and penalties on the distribution. Check with Fidelity for more information.

Retiree health and welfare benefits are not available to those who take a full refund or rollover of Savings Choice accumulations before beginning retiree health benefits. A partial refund or rollover of Savings Choice account funds will not affect eligibility for retiree health benefits, or retiree health service credit, as long as the DC Plan account maintains a balance of at least \$2,000 (with some of that money remaining in the Savings Choice account).

## PAYING BACK A 403(B) LOAN

If you have an outstanding loan, you'll need to arrange one of the following options with Fidelity Retirement Services within 90 days of your last day on pay status:

- Make monthly payments
- Repay the outstanding amount in full

If you don't take action, the outstanding loan principal will be reported as a distribution. That means you'll owe income tax on it, and possibly state and federal tax penalties as well.

## QUESTIONS ABOUT SOCIAL SECURITY OR OTHER RETIREMENT PLANS?

Contributions stop with your last paycheck. If you're considering retiring and need information, contact Social Security directly. If you're a member of another plan, contact the plan directly for information.

### Tip:

Make sure your beneficiaries are up to date, even after you leave UC. If you decide to change the person or persons who'll receive benefits from your retirement plan in the event of your death, you can do this any time online for UCRP and CAP. Go online and sign in to your UC Retirement At Your Service (UCRAYS) account. Or you may submit a *Designation of Beneficiary—Retirees, Former Employees and Others* form (UBEN 117), which you'll find at [ucal.us/UBEN117](http://ucal.us/UBEN117).

To check or change your beneficiaries for Retirement Savings Program plans, including Savings Choice or Pension Choice supplemental accounts, visit [myUCretirement.com](http://myUCretirement.com) and log into NetBenefits or contact Fidelity at 866-682-7787.

## Returning to UC Employment

If you return to work at UC, your eligibility to reenroll in benefits plans depends on your new position. If you're eligible, your enrollments will vary depending on the plans themselves and how long you've been separated from UC.

You may also be eligible for reinstatement of other benefits such as sick leave, depending on the length of your separation. Contact your Benefits Office within 31 days of your rehire date for information.

If you left your accumulations in UCRP and become a member again, you will build on the service credit you earned during your previous period of employment. If you received a refund of your UCRP accumulations, you may reestablish your service credit by redepositing any refund of your accumulations (plus interest). For more information, see the UCRP Service Credit Purchase Guide ([ucal.us/purchase](https://ucal.us/purchase)).

If you participated in Savings Choice and left at least \$2,000 in your account, you can continue to build on the retiree health service credit you earned during your previous period of employment. If you received a full refund of your Savings Choice account, you do not retain your service credit, and you do not have the option to restore it through a service credit purchase.

If you've retired from UC and return to work, please see the *Returning to UC Employment after Retirement Fact Sheet* at ([ucal.us/returntowork](https://ucal.us/returntowork)) and talk with your local Benefits Office.

By authority of the Regents, University of California Human Resources, located in Oakland, administers all benefit plans in accordance with applicable plan documents and regulations, custodial agreements, University of California Group Insurance Regulations, group insurance contracts, and state and federal laws. No person is authorized to provide benefits information not contained in these source documents, and information not contained in these source documents cannot be relied upon as having been authorized by the Regents. Source documents are available for inspection upon request (800-888-8267). What is written here does not constitute a guarantee of plan coverage or benefits—particular rules and eligibility requirements must be met before benefits can be received. The University of California intends to continue the benefits described here indefinitely; however, the benefits of all employees, retirees, and plan beneficiaries are subject to change or termination at the time of contract renewal or at any other time by the University or other governing authorities. The University also reserves the right to determine new premiums, employer contributions and monthly costs at any time. Health and welfare benefits are not accrued or vested benefit entitlements. UC's contribution toward the monthly cost of the coverage is determined by UC and may change or stop altogether, and may be affected by the state of California's annual budget appropriation. If you belong to an exclusively represented bargaining unit, some of your benefits may differ from the ones described here. For more information, employees should contact their Human Resources Office and retirees should call the UC Retirement Administration Service Center (800-888-8267).

In conformance with applicable law and University policy, the University is an affirmative action/equal opportunity employer. Please send inquiries regarding the University's affirmative action and equal opportunity policies for staff to Systemwide AA/EEO Policy Coordinator, University of California, Office of the President, 1111 Franklin Street, Oakland, CA 94607, and for faculty to the Office of Academic Personnel and Programs, University of California, Office of the President, 1111 Franklin Street, Oakland, CA 94607.

