

Arkansas Tech University
Exiting Employee Benefit Reminders

This information is intended as an overview, is not binding and is subject to change at any time. Vendor contracts, university policies, and state and federal regulations govern eligibility and coverage. For additional support or questions, please contact Human Resources at 479-968-0396.

Medical, Dental, Vision Benefits

All benefits end at the end of the month of termination.

Life Insurance, Supplemental Insurance, Short Term and Long Term Disability

Participation in these plans will terminate on the last day of employment. You may choose to covert or port all or a portion of the Group Life and Voluntary Life Insurance with USABLE. Please refer to enrollment forms for additional information or call USABLE at 1-800-648-0271.

FSA Accounts

Healthcare Flexible Spending Accounts will end on your termination date. Employees will have 60 days to complete requests for remaining monies in their accounts for claim service dates that occurred prior to the termination date.

You may continue the Health Flexible Spending Account by electing COBRA FSA. This will be included in the Consolidated Admin Services (CAS) Cobra information mailed to your home

HSA Accounts

An HSA is portable, which means that you can continue to use the HSA after termination of employment or retirement. If you choose to keep your account open with Consolidated admin Services past your employment – then you may be subject to a monthly maintenance fee until your funds are used or the account is closed.

Retirement

You have several options to manage your retirement accounts after you leave employment with the University:

- 1) You may roll your account balance over to an Individual Retirement Account or other qualified account
- 2) You may leave your balance in your current plan. While you can move your balance between funds, you will not be able to contribute any additional funds to your account with this option.
- 3) You can withdrawal your funds with applicable tax penalties.

You will need to contact your retirement vendor directly for applicable rollover and/or withdrawal forms.

- Arkansas Teacher Retirement System (ATRS):
 - Phone: (501) 682-1517
 - Website: <https://www.artrs.gov/>
- Arkansas Public Employee Retirement System (APERS):
 - Phone: (501) 682 7800
 - Website: <http://www.apers.org/>
- Teachers Insurance and Annuity Association of America – College Retirement Equities Fund (TIAA-Cref)
 - Phone: 800-842-2252
 - Website: www.tiaa.org/

Payout of Leave - Retirement of Employee
(Staff Handbook : pg 63 – 64)

Annual Leave

For a regular state employee, a maximum of 240 hours or 30 working days, including holidays and birthdays.

Sick Leave

Only classified employees may receive a payout of accrued sick leave upon their retirement. An employee cannot receive an amount that exceeds \$7,500. The amount of sick leave paid out is calculated as follows:

1. If the employee has accumulated at least 50 days but fewer than 60 days of sick leave, the employee shall receive an amount equal to 50% of the number of accrued sick leave days rounded to the nearest day multiplied by 50% of the employee's daily salary.

2. If the employee has accumulated at least 60 days but fewer than 70 days of sick leave, the employee shall receive an amount equal to 60% of the number of accrued sick leave days rounded to the nearest day multiplied by 60% of the employee's daily salary;

3. If the employee has accumulated at least 70 days but fewer than 80 days of sick leave, the employee shall receive an amount equal to 70% of the number of accrued sick days rounded to the nearest day multiplied by 70% of the employee's daily salary; and

4. If the employee has accumulated at least 80 or more days of sick leave, the employee shall receive an amount equal to 80% of the number of accrued sick leave days rounded to the nearest day multiplied by 80% of the employee's daily salary.

The daily salary is determined by dividing the annual salary by 260.

Paid sick leave taken under FMLA will be added to the employee's final sick leave balance for the purpose of qualifying for the incentive payout; however, the amount paid out is based on the unused sick leave balance at the time of retirement.