

SAM

employment, however, is a triggering event that permits access to your money. Contact the vendor directly for additional information.

HR Initials

|  |  |
|--|--|
|  |  |
|--|--|

**Step 6. Medical Insurance** Health care coverage for full-time classified employees and administrative and professional faculty terminates the last day of the month of employment. Teaching faculty terminating at the end of the academic year may continue coverage through August 31 of that calendar year if premiums are paid accordingly. With few exceptions, employees are eligible for COBRA (continuation of benefits beyond employment); however, the  
ution  
and a 2% administrative fee. You must enroll in COBRA within sixty (60) days of your separation of employment or receipt of your COBRA letter, whichever is later.

HR Initials

**Step 10. VRS Funds** Upon termination of employment, full-time salaried employees who wish to receive a refund of member contributions plus interest from their VRS individual retirement account will need to complete the VRS-3 Form (must be notarized)

SAMPLE