



Information for Exiting Employees

Benefits are effective through the end of the pay period in which you separate employment. This summary is for your convenience only. It is not intended to be a binding agreement or document. Plan rules and regulations will always supersede this information.

HEALTH COVERAGE CONTINUATION (COBRA)

You may extend your medical, prescription, dental and vision coverage for up to 18 months after separation. You will receive a letter at your home address following your termination with further info and enrollment instructions.

You pay the entire premium for this extended coverage, which includes a 2% administrative charge.

LIFE INSURANCE CONTINUATION

The following life insurance policies can be continued by converting within 31 days of separation:
The Hartford Basic Life Insurance
The Hartford Supplemental Life Insurance
Aetna Life Insurance

Info and Forms

HR Employee Service Center
480.965.2701

ReliaStar Life Insurance is an individual term life insurance policy and may be continued on direct payment at the current group rate or converted at your option.

ReliaStar | 1.800.955.7736

DISABILITY INSURANCE

Short-term Disability and Long-term Disability insurance will cease unless you separate while on an approved leave of absence for which disability benefits are being paid.

AUTOMOBILE & HOME INSURANCE

You can continue your policy by direct payment.
MetLife® Auto & Home | 1.800.438.6388

403(b) and/or 457 PLANS

Contact your agent directly about options.

RETIREMENT PLANS

Questions regarding your options with the Arizona State Retirement System?
ASRS | 602.240.2000

Questions regarding your options with your Optional Retirement Plan?

AIG VALIC 602.674.2614
Fidelity 800.343.0860
TIAA/CREF 866.548.3705

VACATION

If you separate before completing your six-month probationary period, you must take any unused vacation time prior to leaving ASU. After six months of continuous service, you will receive a cash payout of unused vacation time to a maximum of one year's accrual.

SICK LEAVE

An employee separating from ASU is not paid for unused sick accrual. An employee **retiring** with between 500 and 1500 hours of accrued sick leave will receive a payment based on a percentage of their current salary. Application **MUST** be made within 180 days of retirement. Unused balances of less than 500 hours or more than 1500 hours will be forfeited.

PARKING

If you have a payroll deduction for parking, you must return both decal and key card, if applicable, to the Decal Sales office or you will be billed for the remainder due.

INFO: 480.965.6124

TUITION WAIVER

You are entitled to complete the semester during which you separate from employment. If you are retiring from ASU, you may continue to use your tuition waiver for future semesters.

INFO: Tuition Assessment Office | 480.965.4347

SAVINGS BONDS

The Payroll Office will refund any cumulative balance in your account.

CREDIT UNION LOAN REPAYMENT

Make arrangements with the credit union for direct payment of any loans. 480.965.4426

UPDATE YOUR ADDRESS FOR W2 MAILING

It is important to provide Human Resources with a current address to ensure receipt of your final W2.

HR Employee Service Center | 480.965.2701

EXIT INTERVIEW

Use the **optional online exit interview** or schedule a face-to-face meeting.

www.asu.edu/hr/exiting_employee.html

[ONLINE EXIT INTERVIEW](#)