



Leaving OSU Employment

You may leave employment at Oklahoma State University for a variety of reasons. The following information will help you manage the transition of your benefit programs. Your last day of work is your separation date. You may want to review insurance certificates and contact OSU Benefits prior to determining your separation date to discuss the impact on your benefits. Various insurance plans govern cancellation rules and premiums for your coverage cannot be pro-rated for a partial month's coverage.

Annual and Sick Leave: If you are employed in a staff position and resign or are terminated or separated from university employment for any reason after your probationary period, you will be paid for accrued unused annual leave up to a maximum of one year's accumulation which could be up to 176 hours. Please refer to OSU Policy and Procedure 3-0713, Attendance and Leave for Staff, http://hr.okstate.edu/policy_proced. As a staff or faculty member, your unused sick leave will be forfeited upon separation. However, per Policy 3-0716, if you are reemployed by the OSU system within six months, your department head may authorize reinstatement of prior sick leave accumulations up to a maximum of 80 hours.

Medical, Dental, and Vision: Your coverage continues until the end of the month in which you separate, regardless of the number of days worked in your final month. Any premiums not covered by your final paycheck will be billed to your OSU Bursar account. Please keep in mind there may be a delay of up to two months before these charges appear on your OSU Bursar bill.

Flexible Benefits: After termination, you have 90 days to submit claims for medical expenses incurred prior to the date of your separation. Any unused funds will be forfeited if not claimed for out-of-pocket medical expenses incurred during employment. You can contribute with after-tax dollars through COBRA to keep your account open through the end of the year.

COBRA: You may continue health, dental, vision and/or flexible spending account benefits through COBRA for a limited time. A 2% administrative fee will be added to premiums. Once OSU Benefits is notified of your separation, COBRA information will be mailed to your home address. You have 60 days from the date of notification to enroll. COBRA coverage begins the first day you lose coverage under the plan, and premiums are billed by a third-party vendor.

Life & Disability: OSU-paid life insurance coverage continues until the end of the month of separation. You may convert this coverage to a personal whole life policy within 30 days of separation by paying the actuarial value of the premium. If you have elected additional supplemental coverage for you and/or your family, you may continue coverage by paying these premiums directly to Lincoln Financial, if elected within 30 days. Disability policies may also be converted to individual policies if elected within 30 days of separation. Lincoln Financial will send you a packet after separation. For more information on porting or converting your life and/or disability policies, call Lincoln Financial at (877)-321-1015.

Retirement Program(s): Under certain circumstances and within certain time constraints, you may withdraw retirement contributions upon separation of employment. Depending on your OSU Retirement plan election, you should contact OTRS at (877)-738-6365 and/or TIAA at (800)-842-2252 to request specific details regarding your withdrawal and/or investment options.

Unemployment Compensation: You may apply for unemployment compensation through the Workforce Oklahoma (Oklahoma Employment Security Commission) office nearest you. They determine whether you are eligible to receive benefits based upon the rules set forth by the State of Oklahoma.

Cancer Care: To continue coverage, please contact the vendor directly. You can find information regarding your Cancer Care policy through the American Fidelity Assurance (AFA) website at <https://americanfidelity.com/>. Or you can contact Sheryl West for assistance at (800)-288-1239, option 3.

Voluntary Retirement: If you have participated in a voluntary retirement option, your employee contributions will cease with your last regular paycheck. You will need to contact TIAA, tiaa.org/okstate, (800)-842-2252, regarding distribution options.

Beneficiary Update: You may want to complete a new beneficiary form for applicable plans which will continue after you leave OSU. To update your beneficiaries, contact TIAA at (800) 842-2776 or login to your TIAA account at tiaa.org/okstate. You may find Oklahoma Teachers' Retirement system beneficiary forms online at <https://oklahoma.gov/trs/forms.html> or call OTRS at (877)-738-6365.

Change of Address: Update your OSU contact information:

- Complete an *OSU Personal Information Form*, <https://hr.okstate.edu/site-files/new-hire/personal-info-sheet-pif.pdf> or,
- Submit a written request to OSU New Hire, 201 General Academic Building; email the request to newhire@okstate.edu; or fax your name, campus-wide ID, signature and date to OSU New Hire at (405)-744-8345, and
- Update your Retirement plan information by contacting the vendor directly.
OTRS: Complete an TRS Form 2R from the OTRS website at <https://oklahoma.gov/trs/forms.html>, or you may call OTRS at (877)-738-6365.
TIAA: You may change your address with TIAA by logging into your online TIAA account at tiaa.org/okstate. Once logged into your account, select *profile* and click on manage profile, from there you can review and update your personal information. If you need assistance with changing your address, please contact TIAA at (800)-842-2252.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.