



PSL Benefits:

Medical / Prescription / EAP

If you are currently enrolled in PSL's medical, prescription and EAP benefits through The Board of Pensions, these benefits will remain in effect through the last day of the calendar month in which the separation of employment took place. If you are enrolled in PSL's Dental and Vision benefits through Delta Dental and Davis Vision, these benefits will also remain in effect through the last day of the calendar month in which the separation of employment took place. Any benefit premiums due will be removed from the last pay check. In the event there is not a pay check to remove the monthly premiums, a notice for the outstanding balance will be sent to the employee. Continuation of benefit coverage through COBRA (dental and vision) and COB Board of Pensions (medical and prescription) paperwork will be mailed to the home address currently on file with PSL.

Health Savings Account

If you are currently enrolled in the Health Savings Account (H.S.A.) then your H.S.A. account will remain available to you. The PSL contributions will end on the last pay in which your benefits are in effect. If you have questions, call HealthEquity or the Board of Pensions. If you have the opportunity to save at your new employer then you may transfer your existing HSA balance from HealthEquity to consolidate your savings.

Group Term Life and AD&D

If you are currently enrolled in the PSL Group Term Life Insurance through Prudential, this benefit will end on the last day of employment. The group plan can be converted to an individual plan, of which the previous employee would assume cost. If you are interested in converting to an individual plan please contact Prudential.

Short Term Disability

The PSL short term disability benefit ends on the last day of employment with PSL. Conversion to an individual plan is not available.

Pet Insurance

If you are currently enrolled in the Pet Insurance, this benefit will run until the end of the month following your last day with PSL. The group plan can be converted to an individual plan, of which the previous employee would assume cost. If you are interested in converting to an individual plan please contact the Pet Insurance Provider.

Retirement Benefits (Defined Contribution and 403(b)):

Individuals who are no longer employed with the organization may request to receive a distribution or rollover from their retirement account(s) by contacting Conrad Siegel directly. This request is completed online at myconradseigel.com.

- If you do not have a current online account setup – please use the following log in information to create a new account.
 - Username: [presbyterian403b](mailto:presbyterian403b@myconradseigel.com)
 - Password: P7981404
- Paper forms are also available by request by contacting Conrad Siegel 1-(800) 577-3675
- Please allow 7-10 business days for the Distribution checks to be received following request and approval from the PSL plan administrator
- Loans: If you have a current 403b loan please refer to the payment requirements within the loan agreement

Annual Leave / PTO Terminal Payout:

Full time employees who have successfully completed their introductory period, will receive payment for any unused Annual Leave hours, up to 300 hours, per the chart below. Employees must provide and work the required notice period, as specified in the Resignation Policy, in order to be eligible for terminal Annual Leave payment. There is no terminal payout for PTO or Part Time Annual Leave.

75 Per Pay			80 Per Pay		
Paid Hours	Years of Service	% Payment	Paid Hours	Years of Service	% Payment
0 – 1,950	0	0%	0 – 2,080	0	0%
1,951 – 3,900	1	25%	2,081 – 4,160	1	25%
3,901 – 9,750	2	50%	4,161 – 10,400	2	50%
9,751 – 19,500	5	75%	10,401 – 20,800	5	75%
> 19,501	10 and greater	100%	> 20,801	10 and greater	100%

To ensure the paperwork mentioned above is received at the correct address, including end of year W-2 Form, please contact the Corporate Human Resources Department for any address changes.

Unemployment Compensation:

Section 206.1 of Act 9, The Unemployment Compensation Law requires all employers to notify all separating employees of certain information relating to unemployment compensation, regardless of the reason the employee separated from the organization.

Under Section 206.1, employers must notify separating employees in Pennsylvania of:

1. Availability of unemployment compensation benefits to workers who are unemployed and who meet the requirements of Act 9;
2. Ability of an employee to file an unemployment compensation claim in the first week that employment stops or work hours are reduced;
3. Availability of assistance or information about an unemployment compensation claim on the Department of Labor's publicly accessible Internet website or by calling a toll-free number that the employer shall provide
4. The employee will need the following information to file a claim:
 - Employee's Full Name
 - Employee's SSN
 - If not a citizen of the US, authorization to work in the US

Enclosed, please find the related unemployment compensation documents:

1. Form UC 1609:
 - Provides the employer information needed to file an unemployment claim
 - Provides Department of Labor's publicly accessible Internet website and toll-free telephone number if assistance or additional information is needed relating to a claim
2. PA Unemployment Compensation Filing Form Checklist:
 - Provides a list of information needed to file an unemployment claim

Exit Interviews:

Approximately 3 weeks after your separation from Presbyterian Senior Living, you will be contacted by an external party, WeCare Connect, to complete an exit interview. By sharing your experience working with Presbyterian Senior Living, you can help shape and improve the services we provide to residents, families, and other employees. You have valuable insight into what is working well and what needs improving and we are interested in hearing your honest feedback.

You may be contacted by We Care Connect via the following methods:

- Email – NoReplyFeedback@psl.org
- Text Message – 844-234-7406
- Telephone Call – 231.638.5596, with the caller ID appearing as AES. If a voicemail is left, you will be given a 4-digit privacy code that is required when calling back.



Benefit Vendor Contact Information

Ameriflex.....1-(888) 868-3539, Option #2

Continuation of dental and vision benefits through COBRA

Board of Pensions.....memberservices@pensions.org

Mon – Fri 8:30 am – 7:00 pm

Continuation of medical and prescription benefits through COB

HealthEquity (formerly Further –
Health Savings Account)..... 1-866-346-5800

Effective January 1, 2025. learn.healthequity.com/bop

Conrad Siegel Actuaries1-(800) 577-3675

Mon – Fri 8:00 am – 6:00 pm

myconradsiegel.com

Retirement Account Application for Benefits Requests and Questions

PetPartners.....1-(800) 956-2495

www.petpartners.com

mypolicy@petpartners.com

Prudential 1-(800) 842-1718

Employer ID 53307

Continuation of Group Term Life Insurance

Delta Dental1-(800) 932-0783

Davis Vision.....1-(800) 932-0783

**Additional questions can be directed to the Corporate Human Resources
Benefits Team at: Benefits@psl.org or 717 502 1868**