



## **Benefit Off Boarding Information**

### **Health Benefits:**

If you are currently enrolled in PSL's medical, dental or vision 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. 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 Board of Pensions (medical and prescription) paperwork will be mailed to the home address currently on file with PSL.

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.

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

### **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 [myconradseigle.com](http://myconradseigle.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](http://presbyterian403b)
  - 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.

**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

Conrad Siegel Actuaries .....1-(800) 577-3675  
 Mon – Fri 8:00 am – 6:00 pm  
 myconradsiegel.com  
 Retirement Account Application for Benefits Requests and Questions

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

Delta Dental ..... 1-(800) 932-0783

Prudential ..... 1-(800) 842-1718  
 Employer ID 53307  
 Continuation of Group Term Life Insurance

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