



**CONTINUATION OF BENEFITS FOR
EMPLOYEES WHO TERMINATE EMPLOYMENT**

MEDICAL INSURANCE: Your medical insurance as an eligible employee will terminate on the last day of the month in which you terminate employment (exception: coverage for 9 month employees terminating in May will end the following September 30th). Medical insurance may be continued for the employee and/or eligible dependents under the provision of COBRA for up to 18 months (29 months if disabled) and the monthly premium will be 102% of the total premium (employee share plus state share). By law, you have 60 days from the date of your termination of coverage to notify the Program that you want to continue coverage.

You may obtain your COBRA enrollment forms from the LSU Benefits Service Center located at 304 Thomas Boyd Hall, Baton Rouge, LA 70803, (225) 578-8200.

Employees and/or dependents who are covered by Ochsner HMO and move out of the service area are no longer eligible to remain in the HMO and will be required to enroll in a nationwide plan in order to continue medical insurance.

SUPPLEMENTAL INSURANCES: Your group policy will end and you will cease to be insured on the last day of the month in which you terminate employment (exception: 9 month employees coverage will not end until the following September 30th). If you wish to continue any of the supplemental insurance plans, you must contact the provider(s) directly within 30 days of termination of employment (unless otherwise specified) and arrange for direct billing from the appropriate provider(s).

SUPPLEMENTAL INSURANCE CONTACTS	
PAID DENTAL and ALWAYS VISION Burke & Burke 708 Milam Street, Suite 20 Shreveport, LA 71101 1-800-301-1065	UNUM LIFE INSURANCE and UNUM LONG TERM CARE IMA of Louisiana 3010 Knight Street, Suite 300 Shreveport, LA 71105 (318) 747-0577
NEW YORK LIFE INSURANCE 300 Washington, Suite 201 Monroe, LA 71201 (318) 361-2422	AD&D INSURANCE CNA Insurance Company 1-800-262-6379
GROUP BENEFITS LIFE INSURANCE – Contact Prudential Life Insurance Plan directly within 31 days or after you cease to be insured in order to convert your group policy to an individual policy. 1-800-524-0542.	AMERICAN HERITAGE LIFE 76 South Laura Street Jacksonville, FL 1-800-262-6379
LONG TERM DISABILITY INSURANCE – <u>This coverage is not portable</u> and will end according to the provisions as stated above.	

RETIREMENT PLANS: Under your current retirement plan, if you wish to withdraw or rollover your retirement money upon termination you will need to contact the appropriate office below.

RETIREMENT PLAN CONTACTS		
<p>LOUISIANA STATE EMPLOYEES' RETIREMENT SYSTEM (LASERS) Contact: <u>LSU Benefits Service Center</u> for a Refund/Rollover form. Completed forms should be returned to the LSU Benefits Service Center. A signed copy of your Social Security Card must be submitted with the refund form. Refunds cannot be sent to the retirement system until 30 days after termination. LASERS processes most refunds with 60 days of receipt. <i>NOTE: All refund forms must be notarized if member is out of state service for more than six months.</i></p>		
<p>TEACHERS' RETIREMENT SYSTEM OF LOUISIANA (TRSL) Contact: <u>LSU Benefits Service Center</u> for Refund/Rollover form. Completed forms should be returned to the LSU Benefits Service Center. Refund forms cannot be sent to the retirement system until 90 days after termination. TRSL processes most refunds with 30 days of receipt.</p>		
<p>OPTIONAL RETIREMENT PLAN (ORP) Contact: <u>your ORP representative</u> in order to make changes to any of these accounts. State law does not permit a lump-sum refund at termination of employment. You retain ownership of your account and you may elect to receive a monthly benefit based on the value of your account. Funds in your ORP account are eligible for a single-sum IRA rollover, subject to withdrawal provisions of your ORP carrier. Please note all rollover forms must be forwarded to Bonnie Brown at Teachers' Retirement System of Louisiana, Plan Administrators, Post Office Box 94123, Baton Rouge, LA 70804.</p>		
<p><u>ING Aetna Financial Services</u> Mike Sotile 225-766-8711 Linda Alumbaugh 1-800-873-2161</p>	<p><u>TIAA-CREF</u> Kathryn Hildreth or John Douglas 1-800-842-2006</p>	<p><u>VALIC</u> Gail Henry, Clay Gardner, Connie Shaver 225-295-0595</p>
<p>LOUISIANA DEFERRED COMPENSATION PLAN (DCCL) Contact Louisiana Deferred Compensation for payout information. Post Office Box 3338 Baton Rouge, LA 70821 225-926-8082</p>		
<p>SOCIAL SECURITY No refund or rollover option available</p>		

ANNUAL AND SICK LEAVE: Upon termination, you will be paid the value of your accrued annual leave in a lump sum, up to 300 hours. Accounting Services will automatically begin the payment process and the annual leave payment will either be directly deposited into your bank account or a manual check will be mailed to your home address. There are no provisions for payment of sick leave.