

Employment Separation Information



The following letter outlines information regarding your employment separation. Please keep a copy for future reference.

Final Paycheck

Your Practice Manager will go over the specifics of your “final paycheck” and what will be included, such as:

- Regular pay for this current pay period through your last day worked
- PTO accrual balance and payout, if applicable, through your last day worked
- Any Bonus repayment to WellHaven, if applicable

Health Insurance

All Health Insurance Benefits will **end at midnight on the last day of your separation month.**

If currently enrolled in our **Medical/Dental/Vision** insurance, you are eligible to continue insurance through **COBRA**. COBRA information will be sent to the address we have on file with our payroll department. If you have questions regarding COBRA, please call Paycom COBRA Administration at 1-800-580-4505.

ELECTING COBRA IS TIME SENSITIVE – PLEASE ENSURE YOU TAKE ACTION WITHIN THE TIME ALLOWED.

Details regarding our Benefit Plans:

- **Medical Insurance**: If currently enrolled and have questions, please contact Regence directly at (888) 367-2116.
- **Health Savings Account (HSA)**: If currently enrolled in the Qualified High Deductible Health Plan, you would have generally been enrolled in the HSA Plan. Our HSA is through Wex Health. You can contact Wex Health online at <https://wexhealth.com/> or via phone at (866) 451-3399
- **FSA Healthcare COBRA**: If currently enrolled in one of the Healthcare FSAs (General or Limited), at the time of termination, you might be eligible to continue participation through the end of the year (12/31) via COBRA. In order to be eligible for COBRA, your FSA account balance must be greater than \$0.00. Detailed information regarding FSA COBRA eligibility, annual limits, monthly contribution amounts, etc. will be sent to you by our COBRA Administrator – Paycom. If you have questions regarding your FSA, please contact Wex Health directly online at <https://wexhealth.com/> or via phone at (866) 451-3399.
- **FSA Dependent Care**: If currently enrolled in the Dependent FSA, at the time of termination, your participation will end at midnight on your last day of employment. Dependent FSA is not eligible for continuation through COBRA. If you have questions regarding your FSA, please contact Wex Health directly online at <https://wexhealth.com/> or via phone at (866) 451-3399.
- **Dental Insurance**: If currently enrolled and have questions, please contact MetLife at (888) 466-8673.
- **Vision Insurance**: If currently enrolled and have questions, please contact VSP at (800) 877-7195.
- **Life Insurance – Basic Group Plan**: If you were a Full-Time Benefit Eligible employee, you were enrolled in Basic Life Insurance, with coverage up to a maximum of *\$25,000. Your policy is convertible and portable. If you are interested in these options, please contact MetLife directly at (800) 438-6388.
*Reduction in maximum volume applies if over the age of 65.
- **Life Insurance – Voluntary Plan**: If currently enrolled in one or more of the Voluntary Life Plans (employee/spouse/children), your policy is convertible and portable. If you are interested in these options, please contact MetLife directly at (800) 438-6388.
- **Disability Insurance – Voluntary Plans**: If currently enrolled in either the Voluntary Long Term (LTD) and/or Short Term (STD) Disability Plan(s), your benefits coverage is not subject to portability or conversion after ending on the last day of your termination month.

Employment Separation Information



Other Benefits

- **401(k) Plan:** If currently contributing to the 401k Plan at the time of employment separation, your participation will end with your final payroll deduction, which will be taken with your final paycheck. If you participated at any time during your employment with WellHaven you will want to discuss your options to (1) leave your money with Voya or with WellHaven's Voya Plan (2) transfer your money out of Voya or out of WellHaven's Voya Plan. If you have an outstanding Loan against your 401k you will want to discuss your options regarding your Loan repayment to avoid your Loan going into default status – which can result in a taxable event. Please contact VOYA at (800) 584-6001.
- **Wellness Plan for Your Pet(s):** If currently enrolled in a company-paid Wellness Plan for Your Pet(s), it will expire on your last working day of employment with WellHaven. If you have an unpaid balance for pet services, please arrange to pay the balance and bring your account current on or before your final day of employment.

If you plan to continue to bring your pet(s) to a WellHaven hospital for vet care, please know you will be expected to pay for services on the day they are incurred, which is what is expected of all clients.

Expense Reimbursements

Please submit any outstanding expenses to your Practice Manager on or before your last day of employment. This includes any mileage reimbursement.

Paycom Information

- **Access to Paycom:** After separation of employment, you will be able to access Paycom to pull check stubs or year-end W2 Forms. Please keep your current login information for future use. Paycom's web address is www.paycomonline.com. Should you lose your login information, follow the instructions on Paycom's Login Page to reset your Username or Password.
- **Forwarding Address:** Ensure your address in Paycom is accurate. This address will be used to send your COBRA information and your W2 Form at the end of the year. If you change your address, after employment separation, please send your updated address to HR@wellhaven.com

Company Owned Property

It is expected that you will return all company property you have in your possession on or before your last day of employment.

Company Property includes, but is not limited to:

- Keys
- Fobs
- Passwords to the building
- Passwords to equipment, etc.

Personal Items

Please remove all personal property from the hospital on or before your last day of employment.

Employment Separation Information



DOCTOR'S ONLY

DEA Related Transition

On or before your last day of employment, it is expected you will work with your Practice Manager and Principal Doctor to ensure:

- DEA license is transferred to next location
- All DEA drugs are inventoried and destroyed (if you have your own DEA License). Use RP returns for this process.
- Personalized prescription pads are properly destroyed/inactivated in eVet
- You are removed from Vet's First Choice listing

Best Regards,
HR@wellhaven.com