

The University of Texas at Arlington Employee Benefits Exit Information

This notice is to inform you of your benefit conversion options under the UT System Benefits Plan. By law, we are required to inform you of your COBRA rights and obligations. Within the next few weeks, a packet will be mailed to your home address that will contain the benefit conversion information applicable to you. **This is an automatic process and requires no action on your part.**

Health Plan – If you are enrolled in a UT System Health Plan, your coverage will end the last day of the month in which you terminate. If you choose to continue coverage under COBRA, you are required to return a completed COBRA Election Form within 60 days from either (1) the date of notice or (2) loss of coverage date, whichever is later, to Health Care Service Corporation at the address listed on the form. Upon receipt of your COBRA premium payment, your benefits will be reinstated retroactively with no lapse in coverage. Questions regarding COBRA payments should be directed to Health Care Service Corporation.

Dental and Vision Plan – If you are entitled to dental and vision benefits, your coverage will end the last day of the month in which you terminate. You may continue this coverage under COBRA.

Life Insurance – Your coverage will end the last day of the month in which you terminate. You have the option to convert your basic and optional life insurance to an individual policy upon termination of employment. If you have been insured for at least one year prior to termination, there is a second portability option available that allows your coverage to continue under UT System. You would not be issued an individual policy and there would be no cash value associated with ported coverage. At age 65, ported coverage must be converted to an individual policy or terminated. A conversion or portability application will be provided upon request and must be returned directly to Fort Dearborn within 31 days of termination.

Unused Vacation Leave – An employee who terminates employment with the University will receive a lump sum payment for any accrued vacation leave, provided:

- The employee has been continuously employed for a period of six months
- The employee has not been re-employed with the University or another State of Texas agency or institution.

Sick Leave – An employee who terminates employment with the University and is re-employed within twelve months following the end of the month in which they separated shall have their sick leave balance restored.

Teacher Retirement System

If you have five or more years of membership service credit:

- Your membership does not terminate due to absence from service.
- You are eligible to retire at a future date and receive a lifetime monthly annuity.

Returning to work after TRS retirement:

- A one calendar month wait period must be observed before returning to work.
- Work Schedule: May work 50% or less for the year or work six months of full-time service.

If you have fewer than five years of service credit: Your membership will be terminated on September 1 following five consecutive years of inactive service

To receive a refund of your accumulated contributions, complete a TRS-6, “Notice of Final Deposit and Request for Refund” to be processed by the University’s payroll office.

Optional Retirement System

- Upon termination of employment, vested ORP participants are eligible to receive both employee and state contributions.
- Participants who terminate prior to vesting (one year and one day) forfeit all state contributions made during that period of employment unless transferring to another Texas public institution of higher education.
- A terminated participant’s ORP funds may be left on deposit with the financial carrier, transferred, rolled over to another qualified plan or withdrawn (with any applicable federal income taxes and early withdrawal penalties).