



Information for exiting employees

Most benefits are effective through the last day of the month in which you separate from employment.

This information is intended as an overview, is not binding, and is subject to change at any time. Vendor contracts, college policies, and state and federal regulations govern eligibility and coverage.

Medical/Dental/Vision Insurance - COBRA

You may extend your medical/prescription, dental and vision coverage up to 18 months after separation. You pay the full premium cost plus a 2% administrative charge. EMBS will mail information to your home.

EBMS (866) 326-7018 www.ebms.com

Life Insurance -- Your coverage with Mutual of Omaha offers conversion and portability options to continue coverage. To continue your life insurance, you must contact and make billing arrangements (within 30 days from the date of termination) directly at 1-888-482-7342.

Short Term / Long Term Disability

Short- and long-term disability coverage ends, unless you were on an approved leave of absence *and* receiving disability benefits at the time of separation.

Accident & Critical Illness – If you elect this plan option at open enrollment, your coverage with Mutual of Omaha (888-482-7342) ceases on your last day of employment. Mutual of Omaha will contact you directly with information on how to continue this voluntary product.

FLEX Spending Accounts

Contact VantagePoint Benefits at (516) 599-2120 ext 116 to discuss options to continue plan.

403(b) TIAA Plan Benefits

Contact TIAA directly to inquire on account distributions (800) 842-2776

Paid Time Off -- Subject to plan provisions, you will be paid for any accrued unused vacation time in the next pay cycle following the date of termination. Unused sick accrual is not paid out.

Final Pay -- You will be paid for all wages due in accordance with our normal pay procedure and subject to any contracted deductions.

Update your address for W-2 mailing

Your W-2 is mailed to the address on file in the HR Payroll system. To update your address, log in to [eSelfServe](#); otherwise, please notify the college at hr@centenary.edu.

Qualified tuition reduction program

You are entitled to complete the session in which you separate from employment. If retiring, you remain eligible for this program subject to approval and seat availability.

Exit / Questionnaire:

Use the optional online exit interview or schedule a face-to-face meeting.

[Exit Benefits](#)

[Exit Questionnaire](#)

Other informational resources:

[Retirement Guide](#)

[Medicare Guide](#)

Unemployment info/resources

[Louisiana Workforce Commission](#)

(866) 783-5567 | HiRE@lwc.la.gov