

Termination of Benefits

Benefit	Next Steps	Vendor Contact Information
Medical Dental Vision Prescription Drugs COBRA	<p>Coverage for each benefit ends on the last day of the month in which you terminate.</p> <p>You may continue coverage by electing COBRA continuation.</p> <p>You will receive a COBRA continuation notice from WEX our Cobra Administrator approximately two weeks after your termination date for the plans you were enrolled in via mail to your home address on file.</p>	<p>BCBSTX (MEDICAL) 1-800-521-2227</p> <p>MetLife (Dental/Vision) Dental – 1-800-942-0854 Vision – 1-800-638-3931</p> <p>RX Benefits / Express Scripts 1-800-334-8134 www.express-scripts.com</p> <p>WEX 1-866-451-3399</p>
Accident Death and Dismemberment and Life Insurance Employee Assistance Program (EAP)	<p>Coverage ends on termination date.</p> <p>Contact MetLife if you are interested in life insurance and AD&D continuation options.</p>	<p>MetLife 1-888-252-3607 www.metlife.com</p>
HealthJoy	<p>Virtual healthcare concierge. Coverage ends on the last day of the month in which you terminate.</p>	<p>HealthJoy 877-500-3212 support@healthjoy.com healthjoy.com/members</p>
Health Savings Account	<p>Your HSA is an individual account that remains open with Optum Bank. Visit OptumBank.com to complete registration (if you haven't already) to access your account details and funds.</p> <p>After your employment ends, HSA information will no longer appear on the Empower website—only your 401 (k) will be visible there.</p> <p>You may continue making contributions only if you are enrolled in a High Deductible Health Plan and meet all eligibility requirements. Administrative fees will apply.</p>	<p>Optum Bank 1-866-234-8913 www.optumbank.com</p>

Dependent Care Flexible Spending Account	<p>Coverage ends on termination date.</p> <p>You have 30 days to submit claims that were incurred by the termination date.</p> <p>There are no continuation options for Dependent Care Accounts.</p>	<p>Discovery Benefits 1-866-451-3399 www.wexinc.com</p>
401(k)	<p>Balances less than \$7,000 are subject to an automatic rollover to an IRA if you do not request a withdrawal.</p> <p>Balances less than \$1,000 are subject to an automatic withdrawal paid directly to you if you do not take any action to request a rollover or distribution of your funds.</p> <p>Empower Retirement will send you information 30 days after your last paycheck has been processed with your account options.</p>	<p>Empower Retirement 1-800-338-4015 www.empowermyretirement.com</p>
Short / Long Term Disability	<p>Coverage ends on termination date.</p> <p>There are no continuation options.</p>	<p>MetLife 1-888-252-3607 www.metlife.com</p>
Accident Critical Illness Hospital Indemnity	<p>Coverage ends on termination date.</p> <p>MetLife will reach out with a notification about the option to continue coverage.</p>	<p>MetLife 1-888-252-3607 www.metlife.com</p>
Workday Payroll	<p>Be on the lookout for automated Workday e-mails to your personal e-mail address to access paystubs and W2's after termination</p> <ul style="list-style-type: none"> • Email 1: Workday link & username (employee ID) <p>Email 2: Temporary password</p>	<p>For Workday Password reset: People.Services@nbly.com</p> <p>Workday Legacy Login</p> <p>For Payroll questions (W2s and paystubs): payroll@nbly.com</p>
Paid Time Off (PTO)	<p>Unused PTO at the time of termination is forfeited (except where state law prohibits).</p>	
Bravo Points	<p>Unused Bravo points awarded to you as well as points balance you must give out (i.e. if you are a manager) are forfeited upon termination.</p>	