



## **Employment Separation Information**

The following summarizes separation requirements you must follow and benefits information that will be useful to you as you exit from the University:

### **Employment Separation Checklist**

Faculty and Staff are required to complete and sign the Employment Separation Checklist with your department head prior to leaving the University.

### **Exit Interview**

Faculty and Staff may request an exit interview with their HRM Consultant by contacting Human Resources Management at extension 2230.

### **Benefits**

Most of your benefits will end on your last day of employment. Specifically:

- Your medical and dental benefits will end the last day of the month from the date of your termination. The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows you to continue coverage beyond your date of termination. Your Benefits Synopsis will describe how to enroll in COBRA benefits.
- Contributions to your Medical Care and/or Dependant Care Reimbursement Accounts will cease, however, you may submit claims for reimbursement of expenses incurred through your termination date.
- If you are participating in the retirement plan, you may choose to leave your retirement money in your account for future use or you may choose to withdraw or rollover some or all of your money now. If you choose to withdraw, there are tax penalties of which you should be aware. Further details are provided in your Benefit Synopsis.
- Life Insurance coverage ends on your termination date, however, you may convert this group coverage to an individual policy.

A complete Benefits Synopsis with additional information will be sent to you when your employment at Northeastern ends. If you have additional questions, you may contact the HRM Benefits department at extension 2230.

### **Credit Union**

If you have an account at the Credit Union, please notify the Credit Union Manager that you are leaving the University. You may call the Credit Union at extension 2900.

**If you have any additional questions, please contact Human Resources Management at extension 2230.**