Leidos Separation Information

***Includes Important Information Regarding Benefit Continuation/Conversion***

**Name:** **Suja C. Kuttappy Separation Date: 12/31/2019**

**Leidos Employee Number:** **612070 Group/Cost Center: 862/2894**

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| **Offboarding Services Point of Contact Name: Lynda S. Erickson**  **Phone Number: (865) 425-5191**  **E-mail Address: LYNDA.ERICKSON@leidos.com** |

The information contained in this packet is designed to assist you through the separation process and provided to you in advance for your review and benefit. No action is needed until actual out-processing activities begin, typically the final week of employment. Should your status change prior to your anticipated last day of employment (i.e. internal coverage found or date of last day has changed) please notify your Offboarding Services Point of Contact noted above as these documents may become VOID or revised as needed.

If you have any questions regarding the information contained in this packet, please contact the designated Offboarding Services Point of Contact noted above for assistance.

1. **INTERNAL PLACEMENT (APPLIES TO LAYOFF ONLY)**

If you are an employee who is losing coverage, you will find the tools to help you search for your next career opportunity at Leidos on the [Talent Resource Program website](https://prism.leidos.com/human_resources/talent_acquisition/talent_resource_program). You may use this website to update your Leidos resume, update your availability on Prism, explore and apply for other positions within Leidos, and actively manage your internal job search. You may also access information on position openings via the [Career Site](https://leidos.taleo.net/careersection/2LEIDOS_INT/jobsearch.ftl), [Leidos Homepage](https://www.leidos.com/), or through your Talent Resource POC.

1. **CONCLUSION OF EMPLOYEE BENEFIT COVERAGE**

**All benefit coverage, including but not limited to medical, dental, vision, group life insurance and accidental death & dismemberment, and short and long term disability plans will end at 11:59 p.m. at the end of the pay period in which you separate. Please read the information below for additional details regarding continuation or conversion of applicable benefit programs.**

**Your coverage will end on 01/12/2020 at 11:59PM. Benefits continuation and/or conversion rights and privileges will be in accordance with Federal law and plan(s) documents.**

1. **Health Insurance (Medical, Dental, Vision, Employee Assistance Program (EAP), Mission for Life Well-Being Program)**

Under Federal law (the Consolidated Omnibus Budget Reconciliation Act, also known as COBRA), you and your covered dependents may continue medical, dental, vision, EAP and/or the Mission for Life Well-Being program for a maximum of 18 months by paying the full premium cost for the continuation coverage, plus a 2% administrative fee.

You will receive COBRA information by mail from Wageworks, the Leidos COBRA administrator, within 7-10 business days following your benefits coverage end date.

The Notice of Continuation of Health Care Coverage form indicates the type of coverage(s) you are eligible to continue and the current monthly COBRA premium for each plan. You may continue coverage at a lower coverage level than you had while actively employed. Please note that premiums are subject to change, generally on an annual basis. You must elect continuation coverage within 60 days of the later of (a) the date of termination of coverage, or (b) the date of the Notice of Continuation of Health Care Coverage form. The completed Notice of Continuation of Health Care Coverage form and applicable premiums must be remitted directly to Wageworks, the Leidos COBRA administrator at the address on the form. The form will be mailed directly to your home of record from Wageworks within 7-10 business days following your benefits coverage end date. If you have questions regarding this process or form please contact Wageworks directly at (877) 722-2667.

Please note if you are currently enrolled in Cigna Global medical, you will be eligible to continue the Cigna Global stateside medical option.  If you will remain overseas, you must contact WageWorks directly at (877) 722-2667 to enroll in the International Cigna Global medical option.

The COBRA rate information indicated below are estimates only1.

Health Care Coverage COBRA Payment (monthly)

**Medical Dental Vision Layoff Premium\***

**Current Coverage: $898.40 $22.01 $6.10 $0.00**

\* Layoff Premium is a discounted rate and reflects subsidy paid by Leidos for 1st months’ medical coverage for employees terminated as a result of a layoff. **If the employee’s status changes to anything other than termination of employment due to layoff, the layoff premium does not apply.**

1The above rates are intended to be an estimate of costs only based on your current enrollment and not a guarantee of payments. Actual COBRA costs will be provided to you by Wageworks. Contact the Offboarding Services POC for additional information. NOTE: Cigna International COBRA costs vary based on International or Stateside coverage. Employees enrolled in Cigna International will receive Stateside COBRA costs when repatriated to the United States. Contact the Offboarding Services POC to confirm actual COBRA costs.

1. **Group Term Life Insurance**

**Current Coverage Amount: $129,000.00**

You may port your Basic Life coverage with Prudential if you leave Leidos for reasons other than disability or retirement. To apply for the portability option, you must complete the Portability Election Form within 31 days of your coverage termination date. You are required to submit evidence of insurability (EOI) in order to port this coverage. If you pass EOI, you will be permitted to port your Basic Life coverage at preferred rates. If you do not submit or pass EOI, you will not be able to port your Basic Life coverage. You will still have the option to convert your coverage, however.

Please note, the option to Port Basic Dependent Life Coverage is not available. The only option an employee has to continue this coverage is to convert the policy.

You may convert your Basic Life Coverage and Basic Dependent Life coverage to an individual policy with Prudential without completing EOI if your coverage ends for any reason, including retirement or disability. In order to convert your Basic Life Coverage you must submit the completed Conversion Application form and the Notice of Group Life Conversion Privilege Form to the address on the form and pay the first premium within 31 days after your coverage termination date.

You must apply for the individual contract and pay the first premium by the later of (1) the thirty-first day after you cease to be insured for the Group Term Life Insurance; and (2) the fifteenth day after you have been given written notice of the conversion privilege. But in no event may you convert the insurance to an individual contract if you do not apply for the contract and pay the first premium prior to the ninety-second day after you cease to be insured for the Group Term Life Insurance.

Portability and Conversion forms will be mailed to your home address on file approximately 10 business days from your last day of coverage.

For questions regarding the plan or application process, please call Prudential directly at 1-800-778-3827. You will be asked for the plan control number, it is 52844.

1. **Group Universal Life (GUL) Insurance**

**Group Universal Life Coverage Amount: $0.00**

Continuance is available for GUL coverage after you leave Leidos. If elected, you may continue coverage until you reach age 100 on a direct billing basis, provided you continue to pay the required premiums.

If you choose not to continue GUL Insurance coverage, and you don’t have a balance in your Cash Accumulation Fund, your coverage will end. If you choose not to continue GUL coverage you will be required to send a cancellation request to Mercer, the program administrator

If you have a balance in your Cash Accumulation Fund when your employment ends and you choose not to continue your GUL Insurance coverage, the available balance in your Cash Accumulation Fund will be returned to you minus any outstanding loans or interest, or it may be used to purchase paid-up insurance.

Continuance forms will be mailed to your home address by Mercer, the program administrator, once they are notified of your termination. For questions regarding continuation and premium rates, please call Mercer directly at 1-855-735-4873.

1. **Optional Dependent Life Insurance**

**Spouse Optional Coverage Amount: $0.00**

**Dependent Optional Coverage Amount: $0.00**

You may port Spouse Life and Child Life coverage with Prudential, however, this option is only allowed if you also choose to port your employee coverage.

To apply for the portability option for spouse or child life coverage, you must complete the Portability Election Form within 31 days of the coverage termination date. Your spouse can elect to submit evidence of insurability (EOI) in order to port this coverage. If the EOI is satisfactory, the preferred rate structure applies, otherwise the standard rate structure applies. Rate information will be provided with Prudential’s Portability information.

Portability information will be mailed to your home address on file approximately 10 business days after the coverage end date.

For questions regarding the plan or application process, please call Prudential directly at

1-800-778-3827. You will be asked for the plan control number, it is 52844.

1. **Accidental Death & Dismemberment (AD&D) Insurance**

**Basic AD&D Coverage Amount: $129,000.00**

**Voluntary AD&D Coverage Amount: $0.00**

To continue your Accidental Death & Dismemberment (AD&D) Insurance Coverage, you must complete a conversion form and send it to the address listed on the form within 31 days from the date your coverage terminates in order to continue coverage.

Cigna, the plan administrator, will mail you a notification letter that details the coverages you are able to convert and how to request the AD&D conversion application.

You and/or your spouse must be under age 70 to be eligible for conversion.

**Please obtain the conversion paperwork via the following website:**

**[https://benefits.leidos.com/life-add#continuing](https://benefits.leidos.com/life-add" \l "continuing)**

**Please note the conversion forms are at the bottom of the webpage.** Site includes an application as well as detailed information regarding eligibility and plan rules. For questions regarding conversion eligibility, please call CIGNA directly at (800) 441-1832.

1. **Long Term Disability (LTD) Insurance**

If you have been insured by the Leidos LTD plan for at least 12 consecutive months, you may be eligible to convert your long-term disability plan coverage through CIGNA. You must apply for conversion insurance within 31 days from the date of termination of coverage notice.

You may apply for long-term disability insurance conversion coverage if you terminate employment due to the following reasons: resigned, terminated for cause, laid off or you elect to go on an uninsured leave of absence. You do not have to supply medical evidence of insurability to obtain the converted coverage.

**The LTD Conversion Privilege is not available if:**

* The Leidos LTD Policy is terminated;
* You no longer belong to a class eligible for coverage under Leidos’ policy;
* You retire;
* You are age 70 or older;
* You fail to pay the required premiums; or
* You are disabled under the terms of Leidos’ LTD plan.

Other exclusions apply. Contact CIGNA for details.

**Please obtain the conversion paperwork via the following website:**

**[https://benefits.leidos.com/life-add#continuing](https://benefits.leidos.com/life-add" \l "continuing)**

**Please note the conversion forms are at the bottom of the webpage.** For questions regarding conversion of the Long Term Disability Plan, please call CIGNA directly at (800) 441-1832.

1. **California State Disability Insurance – Leidos Voluntary Plan – (California Employees Only)**

Coverage terminates at midnight at the end of the pay period in which you separate or, in the case of layoff, continues for fifteen days beyond the date of layoff. State disability benefits may be available after the extended period. No private plan conversion is available. For information regarding disability programs in other states contact Leidos Employee Services at [AskHR@leidos.com](mailto:AskHR@leidos.com).

1. **Voluntary Short Term Disability Insurance (VSDI)**

Coverage terminates at midnight at the end of the pay period in which you separate. No private plan conversion is available.

1. **Flexible Spending Accounts**

If you participated in a Flexible Spending Account (Health Care, Limited Purpose and/or Dependent Care) during calendar year 2019, you may continue to file claims through April 30, 2020, for expenses incurred during the time you were an active participant. “Active Plan Participant” means being actively at work or in a leave without pay status (not including consulting employee status or after date of termination of benefits).

For reimbursements contact HealthEquity at (844) 373-6981 or [www.myhealthequity.com](http://www.myhealthequity.com).

Under limited circumstances, you may be eligible to continue participation in the Health Care Flexible Spending Account or Limited Purpose Health Care Flexible Spending Account on an after-tax basis for the duration of the calendar year. To qualify for the extension opportunity, Internal Revenue Service regulations stipulate that year-to-date reimbursements cannot exceed the amount of employee contributions to the plan at the time participation in the plan ends. Please contact Wageworks directly at (877) 722-2667 if you are interested in confirming your eligibility to continue participation in the Health Care or Limited Purpose Health Care Flexible Spending Accounts. (An extension for Dependent Care Spending Accounts is not permitted under IRS regulations.)

1. **Health Savings Account**

After your separation from Leidos, HealthEquity initiates a Smart Saver Process. A letter will be mailed to you explaining your options. Unlike an FSA, you will not lose any dollars that are in your HSA account when you separate, whether they were contributed by you or by Leidos. You may:

* Keep your HSA open
* Transfer your HSA to another custodian/account
* Close your HSA

If you choose to keep your HSA open:

* You will be responsible for the monthly administration fee (currently $3.95/month for balances less than $2,500)
* You will continue to have access to your debit card, online tools, and investment options

If you wish to close or roll over your HSA account:

* Requests to close your account must be submitted directly to HealthEquity
  + Use the HealthEquity HSA Closure Request form
* Requests to roll over your account to a new custodian should be initiated through the new custodian
  + Use the rollover form provided by the new custodian

Note that you may use HSA dollars to pay for your COBRA premiums, per IRS regulations.

* You may use the Pay Doctor/Provider to have premiums directly remitted directly to Wageworks.

Contact HealthEquity at (844) 373-6981 for the specific amount remaining in your account.

1. **ADDITIONAL BENEFIT INFORMATION**
2. **Paid Time Off (PTO)**

Following your separation, you may receive a separate check (or direct deposit as applicable) to include payout of all accrued PTO (accruals stop on the last day of actual work). Unused PTO is paid at the pay rate in effect on the day of separation. If rehired within a year, your prior PTO accrual rate and previous service may be reinstated. The time between the separation date and rehire date will not count toward years of services for determining PTO accrual rate changes.

1. **Retirement Plans**

Within 30 days from separation, you will receive a mailing from Vanguard which will outline options for your Leidos, Inc. Retirement Plan benefit, and directions on how to connect with Vanguard for more information. If your vested account balance is more than $1,000 but less than or equal to $5,000, you must make an election to rollover or cash-out your Plan balance, or your balance will automatically be rolled over to a Vanguard IRA following the one year anniversary of your termination. If your vested balance is $1,000 or less, you will receive a distribution following the one year anniversary of your termination, unless you make a rollover election. At age 70 ½ you must begin taking the required minimum distributions in accordance with IRS regulations.

Employees with an outstanding retirement loan balance at separation must contact Vanguard for information regarding direct loan payment options after separation. (See Section IV.C. below)

Please note, if you should leave the company and are rehired anytime later, your prior service will count towards vesting. If you leave the Company prior to 100% vesting, any unvested portion of your Plan account will be forfeited after five (5) one-year breaks in service. If you are rehired before five (5) one-year breaks in service and have not taken a distribution of your account, your unvested balance will continue to vest. If you took a distribution and return to the company, you have the option to repay your distribution in order to restore any forfeited amounts.

If you have any questions regarding your retirement accounts, connect with Vanguard at (800) 523-1188 or access [www.vanguard.com](http://www.vanguard.com) for 24-hour access to financial-planning tools and information.

For address and name changes former employees will need to go directly to Vanguard. You will be able to update your information either by calling Vanguard at (800) 523-1188 or by logging on to your account at vanguard.com.

1. **Company Stock**.

The below information is summary only. Please refer to the appropriate plan or agreements for specific terms governing your equity awards.

**Equity Awards:** If you have **vested** stock options, you will generally have 90 days to exercise your options with Computershare.  Options must be exercised prior to the expiration date or else they will be forfeited.  Generally, any **unvested** restricted stock units and/or stock options held upon voluntary termination will revert to the Company. For terminations due to Special Retirement or Involuntary Termination without Cause, please refer to the details contained in your equity award agreements for additional details. You may find details of your awards including agreements online by visiting the Employee Online Portal at [www.computershare.com/Leidos](http://www.computershare.com/Leidos). The Global ID is your Leidos Employee ID number. A representative from Computershare can update your email address and email you a PIN/password. For more information, please contact Computershare at (855) 894-5367 or (201) 680-6961. Representatives are available Monday through Friday from 3 am to 9 pm ET (excluding stock market holidays).  If you have any questions with respect to a particular award and your termination with the company, please contact Leidos Stock Programs at [stockprograms@leidos.com](mailto:stockprograms@leidos.com).

**Common Stock:** Any stock that you hold will remain in your account at Computershare unless you sell or move your shares to a broker.  There is no fee to you for maintaining your shares with Computershare.  For more information regarding your Computershare account, please contact Computershare at (855) 894-LDOS (5367) or (201) 680-6961.  Representatives are available Monday through Friday from 3 am to 9 pm ET (excluding stock market holidays).  Additionally, please keep Computershare updated directly of any changes to your current email and/or mailing address.

**Employee Stock Purchase Plan:** Any contributions withheld through payroll that have not been previously used for a purchase, will be refunded to you through payroll.  Any shares purchased through the program will remain in your Computershare account and may be sold at any time.  You may also transfer the shares to a broker only after the 21 month restriction is lifted applicable to each purchase period.

1. **Unemployment Benefits**

Employees being laid off are generally eligible to collect Unemployment Compensation benefits.

Lump sum payout of unused accrued PTO may or may not affect unemployment compensation benefits. You must contact your local unemployment office for that determination.

For more information regarding unemployment compensation benefits, please contact your local state employment office immediately (in California, the Employment Development Department).

1. **Non-Qualified Deferred Compensation**

If you have non-qualified deferred compensation managed by Newport Group, please contact Newport   Group for additional information.  Representatives are available 8 AM to 8 PM, Monday through Friday, by calling 800-230-3950.  If you have any questions regarding the timing of your payments, please contact [deferredcompensation@leidos.com](mailto:deferredcompensation@leidos.com).

1. **ADMINISTRATIVE ISSUES**

**Prior to your last day of work please ensure the following items have been addressed:**

1. **Security**

Employees holding a security clearance(s) must be debriefed at their local Security Office. Contact a local member of the security team to make arrangements. **If you do not know who your Security POC is, contact the** [**Security Service Center**](https://prism.leidos.com/chief_administrative_officer_cao_organization/security/security_service_center__perseccm) **(703-676-1800) or refer to the Leidos Facility Security POC list found** [**here**](https://prism.leidos.com/chief_administrative_officer_cao_organization/security/security_folders/leidos_facility_security_poc_listxlsx)**.**

1. **Final Time Sheet**

In an effort to meet the payroll deadline, please coordinate with your Time Sheet Administrator (TSA) to ensure that your final timesheet has been submitted and approved in accordance with Leidos timekeeping policies. Some states with immediate pay requirements require employees to enter their time in Deltek T&E three to five business days prior to separation date in order to allow for proper processing. Final timesheets need to be signed and approved by 12:00 pm PST (3:00 pm EST). It is advisable that you submit your final Timesheet as soon as possible.

For Deltek T&E, if your last day is something other than Friday and you are a Salaried employee, you will need to record Term LWOP (ZLEAVE.TLW - does not need to be in 8 hour increments) to bring you up to your standard hours for the week in your final week. This time charge code is found under Leave > Term LWOP. Do not record any hours (including LWOP, PTO, and/or Holiday hours) after your final day of employment. If no hours are worked the final week, final timesheet needs to be submitted with termed LWOP to trigger termination with ADP.

If you are a Non-Exempt employee (OTE) Termed LWOP (ZLEAVE.TLW) needs to be recorded only if no labor hours are on the final timesheet. Final timesheet needs to be submitted with 8 hours Termed LWOP to trigger termination with ADP. Please contact the Timesheet Service Center if you have questions regarding this process, 855-553-4367, option 5.

The use of Paid Time Off during your final week of employment may result in an overpayment in your final paycheck depending on the week in which you terminate (Week 1 or 2 of the pay period). Therefore, the use of Paid Time Off during your final week of employment is discouraged. In addition, the use of Terminal Paid Time Off (i.e. PTO hours and/or Holiday hours on your final day of employment), is not permitted. Any remaining PTO balance will be paid out.

1. **Advances and Loans**

All loans and advances must be repaid to Leidos when separating from employment. If you have any outstanding loans or advances or if you received tuition reimbursement, relocation assistance, or sign-on bonuses, but have not yet completed all of the requirements in the agreement, contact your Manager right away to discuss repayment. Retirement plan loans are repaid as described below:

Retirement Plan Loans – Employees with an outstanding retirement loan balance at separation are responsible to repay their loan balance to the Leidos, Inc. Retirement Plan in order to avoid a taxable distribution of their loan balance. Outstanding retirement plan loans can either be repaid to the Plan in a lump sum payoff, or they can be repaid through monthly or semimonthly ACH installment payments directly debited from employees’ personal bank accounts. Contact Vanguard at (800) 523-1188 for more information on which loan repayment options are right for you.

1. **Final Pay Check**

Employees final pay check may be direct deposited (if employee is in immediate pay state, they may receive a live check). Employees still active can access their pay stub in ADP via the single sign-on link in Prism. Separated employees have access to the ADP portal for three years after separation. Separated employees must access ADP’s iPay system at [https://ipay.adp.com](https://ipay.adp.com/). The login for the iPay portal may request registration. The registration code is leidos-register. Please note, in January 2020, Leidos will deploy a new U.S. Payroll system, Ultipro by Ultimate Software, and will bring U.S. payroll operations in house, no longer outsourcing payroll processing to ADP. PTO Payouts will be paid as a separate check after your final paycheck is processed. The payment will be deposited into your bank account within two weeks following the date of the last payment for regular hours worked. Additional details will be provided at a later date.  Any questions can be directed to the Leidos Payroll Service Center at:

Phone: 855-553-4367, option 2

Email: [leidospayroll@leidos.com](mailto:leidospayroll@leidos.com)

Hours:  Monday thru Friday, 8 AM – 6 PM ET, excluding holidays

Mail: Leidos

P.O. Box 2502

Attn: Payroll

Oak Ridge, TN 37830

1. **Rehire**

All employees who are rehired by Leidos will be required, as a condition of employment, to take a pre-employment drug test.

1. **Employment Verification**

Leidos offers an online self-service tool for current and former employees who need verification of employment or income through an automated service called The Work Number. NOTE: The verifier will need to register and sign up for a subscription with The Work Number before using these services.

The verifier may contact The Work Number toll free at 1-800-367-5690 or may go to [www.theworknumber.com](http://www.theworknumber.com), click on “enter site” in the “I’m a Verifier” section. The Leidos employer code is: 12275.

The following pages are only for your review at this time as they provide information on out-processing procedures. No action is needed until actual out-processing activities begin before your last day, typically your final week of employment. Should your status change prior to your anticipated last day of employment (i.e. internal coverage found or date of last day has changed) please notify your Offboarding Services POC**Lynda S. Erickson** as these documents may become VOID or revised as needed.

**FORWARDING ADDRESS FORM**

ADDRESS:

CITY/STATE/ZIP:

PHONE #:

PERSONAL E-MAIL ADDRESS:

LEIDOS ALUMNI NETWORK: YES OR NO. Please select if you would like to participate.

The above information is accurate as of the date of separation.

Suja C. Kuttappy

NAME SIGNATURE

612070

EMPLOYEE NUMBER DATE

This information will not be released to any unauthorized parties without written consent.

Separation Check Out Form – Supervisor/Security

Name: Suja C. Kuttappy Separation Date: 12/31/2019 Employee #: 612070

Please check off each item as appropriate and return to your manager.

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor (or Designee) | **yes** | **no** | **n/a** |
| A. Final Time Sheet Approved – Ensure employee has signed all outstanding timesheets (i.e. dummy, correcting and labor suspense hours cleared). The use of Terminal PTO, i.e. PTO and/or Holiday hours on the final day of employment is not permitted. For employees in immediate pay states, final timesheets need to be signed and approved by 12:00 pm PST (3:00 pm EST) three to five days in advance. | **** | **** | **** |
| B. Final Expense Reports should be submitted in Concur two weeks before the final day. ER packages submitted via Concur are archived in the AP Imaging system which satisfies the one (1) year retention requirement for Leidos employees. | **** | **** | **** |
| C. Office key, Desk and File Cabinet keys returned/secured | **** | **** | **** |
| D. Company-Issued Mobile Devices: Contact Tangoe at 1-855-953-4367, Option 5, and then Option 2 to request change of ownership or a service deactivation. Once deactivated, return the device by mail to: Brad Thornton, 12901 Science Dr., Orlando, FL 32826 (Location 0088) | **** | **** | **** |
| E. Desktop Telephone Services: [Go to Move, Add and Changes (MAC) System](https://ciocentral.leidos.com/sp_ldos?id=sc_category&sys_id=930b092ca8d917400f21af09d2d8cb8e) to request the phone be disconnected. At Lync EV locations, equipment (handsets) can be repurposed by the organization. | **** | **** | **** |
| F. MobileIron on Personal Devices: Please have employee remove MobileIron from any personal device. | **** | **** | **** |
| G. Company Hardware: Laptop/Desktop, Thumb Drives, External Hard Drives | **** | **** | **** |
| H. [Leidos Token](https://prism.leidos.com/chief_administrative_officer_cao_organization/it_services/authentication_and_access/authentication__access_wiki_articles/return_a_token~1): Hybrid, Card Token, or OTP Token. Please return to: eID Management Team, 4161 Campus Point Ct., MS E2F, San Diego, CA 92121 | **** | **** | **** |
| I. Company Software: MS Project, MS Visio, MatLab, SolidWorks | **** | **** | **** |
| J. Outstanding Loan Balance Processed (if applicable)\* | **** | **** | **** |
| K. Company/Government Furnished Property Returned | **** | **** | **** |
| L. Corporate Credit Card Returned | **** | **** | **** |
| M. Was the employee enrolled in Leidos Medical Surveillance Program due to work place exposure to chemical or physical hazards? Contact EH&S. | **** | **** | **** |
| N. Your email address will automatically be subscribed to the Leidos Alumni Network to receive the Alumni Network newsletter on a quarterly basis. Notify your Offboarding POC if you wish to opt out. | **** | **** | **** |
|  | | | |

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| --- | --- | --- | --- |
| **Security (applicable only for employees with a security clearance)** | **yes** | **no** | **n/a** |
| A. Debriefing Statement | **** | **** | **** |
| B. Security Status Update | **** | **** | **** |
| C. All Classified Material returned | **** | **** | **** |
| D. Outstanding Visit Requests Cancelled | **** | **** | **** |
| E. Key Cards/Badges Returned (Leidos and Customer) | **** | **** | **** |
| **Note: If you do not know who your Security POC is, contact the** [**Security Service Center**](https://prism.leidos.com/chief_administrative_officer_cao_organization/security/security_service_center__perseccm) **(703-676-1800) or refer to the Leidos Facility Security POC list found** [**here**](https://prism.leidos.com/chief_administrative_officer_cao_organization/security/security_folders/leidos_facility_security_poc_listxlsx)**.** | | | |

**Separation Checkout Form – Employee Certification**

**You must return this form to your manager or Offboarding Services POC: Lynda S. Erickson**

*This form is not intended for union-represented1 or non-US employees, and does not apply where prohibited by law.*

This letter serves to remind you of your responsibilities prior to your last day of employment with Leidos and your continuing obligations to Leidos following your separation of employment. These responsibilities apply to any type of separation from the Company, voluntary or involuntary. Please acknowledge your understanding of each section by signing with your initials where indicated. If you do not sign this document, do not initial appropriately, or edit the document in any way, it does not negate your preexisting obligations to adhere to all of the stated responsibilities.

**Protect Leidos Proprietary Information**

When you were hired by Leidos, you signed an agreement2 in which you promised to hold all proprietary information in confidence, and in which you agreed not to use, disclose, reproduce, publish or transfer any such information even after termination of your employment with Leidos. This proprietary information includes, but is not limited to, copyright material such as videos, papers, presentations, forms, and images that may have a restrictive marking, as well as trade secrets such as administrative, business, financial, human resource, and technical information, processes and procedures, and even certain skills and information retained solely in your memory. It further includes items you may have created during the course of your employment as well as the proprietary information of third-parties like customers, subcontractors, vendors, and team members. This obligation continues after your separation from Leidos.

Notwithstanding the foregoing, pursuant to 18 U.S.C. Section 1833(b), you shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that: (1) is made in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney, and solely for the purpose of reporting or investigating a suspected violation of law; (2) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal, or (3) is made in a lawsuit alleging retaliation for reporting a suspected violation of law, if such filing is made under seal.

Initials:

**Disclose Inventions to Leidos**

During the period of your employment and for six (6) months after termination of your employment with the Company, you must disclose to the Leidos legal department fully and in writing all Company Inventions authored, conceived, or reduced to practice by you, either alone or jointly with others. In addition, you must promptly disclose to the Company all patent applications filed by you or on your behalf during your employment with the Company and, if requested by the Company, within a one (1) year period after termination. You recognize that you still have an obligation to execute documents and perform other reasonable acts after your employment in connection with the filing of patent applications and the exercise of other rights of Leidos in Company Inventions.

Initials:

1 Represented employees are covered by the terms and conditions of their collective bargaining agreement.

2 This agreement (hereinafter “Agreement”) had various names depending on your date of hire: Invention, Copyright and Confidentiality Agreement; Intellectual Property Agreement; or Proprietary Information, Inventions, and Non-Solicitation Agreement (PIIN). A copy of the PIIN is included and a copy of your signed Agreement will be made available upon request. This Separation Checkout Form is a reminder of your signed Agreement and any conflict of terms or conditions will be resolved in favor of the Agreement.

**Do Not Solicit Leidos Employees, Consultants, or Contractors**

For one (1) year after termination, you must not have any role in soliciting, inducing, or encouraging any person known to be an employee, consultant, or independent contractor of Leidos to terminate his or her relationship with Leidos, even if you do not initiate the discussion or seek out the contact. Further, you may not attempt to or actually hire, employ, or engage in a joint business venture with any person employed by Leidos or who has separated from employment with Leidos within the preceding three (3) months in order to research, develop, market, sell, perform, or provide services that compete with those provided by Leidos.

Initials:

**Adhere to Cooling Off Period**

For one (1) year after termination, you may not contract with Leidos as a supplier, supplier’s representative, or consultant. Any waiver to this requirement must be approved by a Senior Vice President in the Leidos Contracts department.

Initials:

**Return Leidos and Customer Property**

You must promptly return to Leidos all materials relating to the business of Leidos still in your possession when you end your employment with Leidos. Reference materials (e.g., books, computer programs, journals, etc.), videos, presentations, papers, images, equipment, and other “tools of the trade” that have been developed or acquired by Leidos for your use while an employee, though not necessarily proprietary, are the property of Leidos. Any Leidos or customer-issued property (e.g., laptop computer(s), issued cellphone(s) and peripherals, computing/storage devices (USBs, external hard drives), company/customer issued identification badges, etc.) must be returned to Leidos by no later than the last day of your employment with Leidos, or you must make arrangements with your manager prior to your last day to return the property post‐separation. You are not authorized to use any Leidos or customer-issued property or any intellectual property owned or controlled by Leidos after you end your employment with Leidos. Property not returned to Leidos will be reported to Corporate Security and may lead to the filing of a police report with the appropriate law enforcement agency reporting your failure to return Leidos property. If you have not yet made arrangements to return issued property, please immediately discuss with your manager or Corporate Security at [Corp\_Security@leidos.com](mailto:Corp_Security@leidos.com).

**Certifications**

I have returned / will return (circle one) by my last day all employee badges, keys, corporate credit cards, and all Leidos and/or customer-issued property included, but not limited to, laptop computer(s), issued cellphone(s), peripherals, computing/storage devices (USBs, external hard drives) company/customer issued identification badges, etc.).

I have returned / will return (circle one) by my last day all classified documents to their proper containers and completed the document log in/out form.

Initials:

To the extent that I owe Leidos money (e.g., tuition reimbursement, relocation agreement, sign‐on bonus, corporate charge card balances, other advances/loans, etc.), I am reminded that I entered into agreement(s) with Leidos to fully repay Leidos on or before my final date of employment by remitting a personal check or money order made payable to Leidos.

Initials:

By initialing above and signing below, I certify that I understand my pre- and post-separation obligations to protect proprietary information, disclose inventions, refrain from improper employment solicitation and contracting, and return all Leidos and customer-issued property. I further certify that I have read and will comply with the Leidos Code of Conduct and understand that it contains certain company policies with which I am expected to comply even after terminating employment.

Suja C. Kuttappy

**Employee Name** **Employee Signature** **Date**