



OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

Dear Office of the President Employee:

Our office has received information that your employment is ending with the University of California. I have taken the liberty of enclosing some materials, which may be useful to you.

- Summary of Separation Action (termination IDOC)
- The *Termination of Employment Benefits Checklist*

In addition, I've outlined some items that may pertain to you and may **require your action** if they do.

- COBRA documents for the continuation of eligible Medical, Dental, Vision plan, Health FSA, and the StayWell plan will be mailed directly to you by CONEXIS, within 30 days after the date of your separation. If you do not receive the package within that time, please follow up with CONEXIS Customer Service at 1-877-722-2667. Please note that you have 60 days beginning with the date of your qualifying event to enroll in COBRA
- Contact Fidelity at 1-866-682-7787, or <https://netbenefits.fidelity.com> for options regarding the University of California Retirement Savings Program, 403(b), 457(b), and DC plans
- UCRP members may access information about their options at:
http://atyourservice.ucop.edu/employees/benefits_changes/ret_plan_opts.html
- Contact Benefits Services at 510-987-0900 within 31 days of termination if you would like to request the portability/conversion privileges for your University of California Life Insurance plans
- California's Program for the Unemployed booklet
- Cancel any transit or parking deductions with Debbie Santiago at Debbie.Santiago@ucop.edu, 510-987-9818 as these deductions do not stop automatically
- General Information on your benefit options when leaving employment may be found at:
http://atyourservice.ucop.edu/employees/benefits_changes/leave_uc_employment.html

We wish you the best in your new endeavors.

Sincerely,

Local UCOP Human Resources