

# Team Member Separation from Employment at Advocate Aurora Health

Your manager will initiate your separation (termination of employment) to ensure timely processing for the benefits listed below. All benefit termination processing requires a term status in the system to initiate the process.

## Paid Time Off

Unused paid time off (PTO) will be paid with your final paycheck for IL team members and in a separate check following your last check for WI team members. PTO will be paid in accordance with the provisions of Advocate Aurora's PTO Policy. In the absence of statutory regulations that require accrued and unused PTO to be paid out upon separation:

- team members who involuntarily separate will forfeit all remaining PTO, and
- team members who voluntarily separate from employment, but do not provide and fulfill the appropriate notice period, will forfeit all remaining PTO.

## Medical, Dental and Vision Benefits

If you are currently enrolled in an Advocate Aurora Health medical, dental or vision coverage option, your coverage—in most cases—will continue until the end of the month in which you work your last day. You will receive written notification of your continuation of coverage options via first class mail.

Please note that if you have premium payments due you are encouraged to continue to work with My HR Navigator (WI) or HR Direct (IL) on the payment process.

If you have any questions about continuation of your health care coverage, call BenefitConnect | COBRA at 877.292.6272.

## Short- and Long-Term Disability

Short-Term Disability coverage ends on the last day of your active employment. If you are receiving a short-term disability payment when your employment terminates, you will continue to receive a benefit for as long as you are considered disabled under the terms of the plan, or until your maximum benefit has been received.

Long-Term Disability coverage ends on the last day of your active employment. If you are receiving a long-term disability payment when your employment terminates, you will continue to receive a benefit for as long as you are considered disabled under the terms of the plan, or until your maximum benefit is received.

## Flexible Spending Accounts

If you have an active Health Care or Dependent Care Flexible Spending Account (FSA) or Health Futures Account, you can obtain your balance online at [connectyourcare.com/aah](https://connectyourcare.com/aah) or by contacting ConnectYourCare by phone at 833.325.9996. You can submit a claim for reimbursement for any eligible health or dependent care expenses that you incur prior to your termination date, and you have until March 31 of the following year to submit your claim for reimbursement.

## Life Insurance

Basic or Optional Life Insurance—Coverage will remain in effect through your last day of Advocate Aurora Health employment. You will be offered the option to convert or port these policies to a personal policy after termination.

G. Murphy & Associates will send the appropriate forms that you will need to complete within 60 days from your last day worked. You may contact G. Murphy at 630.444.2062.

## Additional Benefit Reminders

For any questions on Auto/Home, Legal, Credit Union or any other additional benefits that may have been paid through payroll deduction—contact the vendors directly for the ability to continue/cancel the coverage and/or payment options of each specific plan. Please check the Benefits Directory for the phone numbers you may need.

## Retirement Benefit

After separation information is received by the AAH Benefits Service Center, information about your distribution options will be automatically mailed to you. You are not required to withdraw your money from the plans just because you are no longer working at Advocate Aurora Health (unless you are over 70 ½ and are required by law to take a required minimum distribution).

**Advocate Aurora Health 401(k) Plan**— You will have access to your vested plan money at any time after your employment ends, and may request a distribution by calling AAH Benefits Service Center at 800.775.4784 and speaking with a representative.

**Reminder:** Update your retirement account(s) with your personal email and home address. Your Advocate Aurora email will not be accessible after employment ends.

If you have an active loan at the time of your termination, you will receive information about repaying the loan in full, continuing to make loan repayments through Empower or having the loan defaulted. Contact the AAH Benefits Service Center at 800.775.4784 for more information.

**Legacy Advocate Pension Plan and Legacy Condell Pension Plan**— To receive a distribution from your legacy Advocate Pension Plan or legacy Condell Pension Plan account, you must be age 55 or older. To receive your pension you must complete a pension application; this can be done by calling the AAH Benefits Service Center at 800.775.4784. Your benefit is calculated and a benefit quote and necessary election forms will be sent to you along with your distribution options from the plan.

**Prior Plan Benefits— The Legacy Aurora 403(b)**— is administered by the AAH Benefits Service Center. If you have any questions about your retirement accounts or the distribution process, call the AAH Benefits Service Center at 800.775.4784.

**Legacy Aurora Pension Plan**— If you are vested in the Legacy Aurora Pension Plan you will receive a letter approximately 120 days after your termination of employment with information about your options. If you wish to start receiving your pension benefit, you must submit a pension applications at least 90 days prior to the date you would like your payments to start. Contact My HR Navigator at 262.957.8300 to request a pension application.

## Return of Property

You must return any Advocate Aurora Health property—for example, your ID badge, pager, cell phone, computer equipment, library materials, keys or uniforms—to your site. To return any Advocate Aurora Health property, contact your manager or Public Safety.

## Unemployment

Please access unemployment information online including the unemployment benefits handbook from the Illinois Department of Employment Security at: [ides.illinois.gov](https://ides.illinois.gov) and in Wisconsin from the Department of Workforce Development at [dwd.wisconsin.gov/uiben](https://dwd.wisconsin.gov/uiben).

## Employment Verification

Verification of your Advocate Aurora Health employment is available online at [theworknumber.com](https://theworknumber.com) or by phone at 800.367.2884. The verifier will need your Social Security Number and Advocate Aurora Health's company code (10134 for Illinois team members) or (17396 for Wisconsin team members). Note: If the verifier is unable to access the 800 number, the verifier should call the customer service number at The Work Number for Everyone—800.996.7566 (TTY 800.424.0256).

## Updating Personal Contact Information

For address changes call the AAH Benefits Service Center at 800.775.4784 and each benefit vendor directly.

You can send written notification of any address change to:

Illinois Team Members  
Advocate Health Care – HR Direct  
3075 Highland Parkway, Suite 600  
Downers Grove, IL 60515

Wisconsin Team Members  
My HR Navigator  
P.O. Box 510085  
New Berlin, WI 53151-0085

Be sure to include the last four digits of your Social Security number, phone number, signature and the effective date of the change.

## How will I receive my last paycheck?

If you are set up for direct deposit, your payroll check will be deposited in your bank account(s). If you do not have a direct deposit account set up, your final payroll check will be mailed to your home address. If you are not set up for direct deposit, contact HR Direct (IL) at 847.685.1447 or My HR Navigator (WI) at 262.957.8300 to ensure your mailing address is up to date.

## Employee Assistance Program

Advocate Aurora Health's Employee Assistance Program (EAP) is available to you for 30 days. This is a free, confidential service. A representative can be reached by calling 800.775.0304 in Illinois or 800.236.3231 in Wisconsin.

### About this summary

This summary highlights certain features of the Advocate Aurora Health benefits program. Advocate Aurora Health reserves the right, at its discretion, to amend, change or terminate any of its benefit plans, programs, practices or policies, as it requires. Nothing in this summary shall be construed as creating an expressed or implied obligation on Advocate Aurora Health's part to maintain such benefit plans, programs, practices or policies.