

This checklist explains how your benefits are affected by an indefinite layoff. You may wish to go over this information with your Benefits Office to be sure that you have taken all necessary actions.

Indefinite layoff is considered a separation from UC employment because a date is not specified for return to work. If you are a career employee and have completed your probationary period, you may be eligible for rehire privileges. See page 4.

This checklist does not apply to Managers, Senior Professionals, or Senior Managers, for whom there are no layoff provisions. It also does not apply to career employees who are still in their probationary period. If you are in one of these categories, see the *Termination of Employment* checklist.

## Need Help?

General information, UC publications and forms, detailed plan booklets, as well as answers to frequently asked questions, are available on UC's HR/Benefits website (<http://atyourservice.ucop.edu>); for your plan enrollments, select "Your Benefits Online," log on, and then select "View your Enrollments."

You can also get answers to your questions, detailed plan booklets, forms, and UC publications from the person in your department who handles benefits and from your local Benefits Office.

# Indefinite Layoff

## Benefits Checklist

### When UC Employment Ends

Generally, your participation in UC-sponsored benefits plans stops when your UC employment ends. You may, however, be able to continue some benefits for a limited time. The chart on pages 2 and 3 explains your benefits options in detail.

**Retirement Benefits:** If you are eligible and want to retire from UC, see the *Retirement Handbook* and your Benefits Office for information. Note that if you retire more than 120 days after your separation date, you will not be eligible for UC's retiree health coverage.

**Distributions from UC Retirement Savings Program:** If you want to take a distribution from your Defined Contribution Plan, Tax-Deferred 403(b) Plan or 457(b) Deferred Compensation Plan, you can do so online at FITSCo's NetBenefits website ([www.netBenefits.fidelity.com](http://www.netBenefits.fidelity.com)) or by phone (1-866-682-7787).

**Tax-Deferred 403(b) Loan Program:** If you have an outstanding loan, you must either repay it in full or arrange to make monthly electronic funds transfers (EFTs) to FITSCo. Contact FITSCo at 1-866-682-7787 for more information.

If you do not take any action within 90 days of your last day on pay status, the outstanding principal will be reported as a distribution and will be subject to income tax and (if applicable) state and federal penalties. Contact FITSCo at 1-866-682-7787 or

visit [www.netBenefits.fidelity.com](http://www.netBenefits.fidelity.com) for more information.

**Service Credit Buyback:** If you are buying back service credit and you are laid off before you complete your buyback payments, you will receive proportional service credit (or a proportional reduction in your noncontributory offset). You may be able to make a lump sum payment before separation on an after-tax basis to complete your buyback. You must have completed at least one year of payments to be eligible for the lump sum payment. Only whole periods are eligible, and payments may not exceed an annual limit under IRC §415(c).

If you are leaving UC employment with less than five years of service credit, see your local Benefits Office right away to determine whether you may be able to buy back service credit to satisfy vesting requirements.

**Address Changes:** If you leave with service credit in the University of California Retirement Plan (UCRP), notify UC HR/Benefits if you change your *permanent* address.

**Beneficiary Designations:** In the future, you may wish to change the person(s) you have named to receive benefits from your retirement and savings plans in the event of your death. You may change your beneficiary(ies) at any time online. For UCRP, go to <http://atyourservice.ucop.edu> and log on to Your Benefits Online. For the Retirement Savings Program, go to [www.netBenefits.fidelity.com](http://www.netBenefits.fidelity.com).

(continued on page 4)

# When UC Employment Ends

Benefit Plan	Benefits Options
<b>Health and Welfare Plans</b>	
<p>Medical Dental Vision</p> <p><b>Important:</b> If you are eligible to retire and continue medical/dental coverage as a retiree, you must retire within 120 days of your separation from UC. See your Benefits Office immediately.</p>	<p>Coverage ends on the last day of the last month for which premiums are paid. You and/or your eligible family members may be eligible to continue UC-sponsored coverage under COBRA (the Consolidated Omnibus Budget Reconciliation Act of 1985) continuation. You have 60 days from the date you lose coverage by reason of a qualifying event (indefinite layoff), or 60 days from the date you receive notice of your continuation rights (whichever is later), to apply for COBRA/continuation. See the <i>Continuation of Group Health Coverage</i> notice for your continuation options.</p> <p>After COBRA continuation coverage ends (if your coverage has been continuous) or as an alternative to COBRA continuation, you may be able to convert your UC-sponsored <i>medical</i> plan to an individual policy. Please note that individual policies are generally more costly and provide fewer benefits. As an alternative, if you can meet individual underwriting requirements, you might apply directly to the carrier for an individual policy with more options and possibly lower rates. You have 31 days after your UC or COBRA continuation coverage ends to apply for conversion. You may <i>not</i> convert your dental or vision plan to an individual policy.</p>
<p>Basic Life</p>	<p>Coverage ends on the last day of the last month for which premiums are paid. You may, however, convert this coverage to an individual policy. When your group coverage ends, you have 31 days to apply for conversion. When you convert coverage, you pay premiums directly to the carrier. Please note that an individual policy is generally more costly and may provide fewer benefits.</p>
<p>Supplemental Life Basic Dependent Life Expanded Dependent Life Accidental Death &amp; Dismemberment (AD&amp;D)</p>	<p>Coverage may continue for up to four months after the month your layoff begins by arranging in advance to pay the monthly premium(s) directly to your Benefits or Payroll Office.</p> <p>If you are enrolled in and continue Supplemental Life, you may continue Basic or Expanded Dependent Life coverage for up to four months. You may also convert this coverage to individual policies. When your group coverage ends, you and/or your eligible family members have 31 days to apply for conversion. When you convert coverage, you pay premiums directly to the carrier. Please note that individual policies are generally more costly and provide fewer benefits. If you retire, you may continue AD&amp;D coverage for you and your spouse/domestic partner. Contact the insurance carrier regarding AD&amp;D conversion.</p>
<p>Short-Term Disability Supplemental Disability Business Travel Accident Workers' Compensation</p>	<p>Coverage ends on your last day actively at work. You cannot continue or convert these plans.</p> <p>UC police and fire employees may remain eligible for Workers' Compensation for certain medical conditions for up to five years after UC employment ends. Contact your Human Resources Office for information.</p>
<b>Retirement Plan</b>	
<p>University of California Retirement Plan (UCRP)/ Capital Accumulation Provision (CAP)</p>	<p>You stop accruing UCRP service credit with your last paycheck. If you are a UCRP member, you may be eligible for one of these options upon leaving UC:</p> <p><b>Inactive Membership:</b> If eligible, you may elect inactive membership in UCRP. See the appropriate <i>UCRP Summary Plan Description</i> to find out if you are eligible for this option.</p> <p><b>Refund of Accumulations:</b> You may request a refund of your UCRP contributions and interest and any Capital Accumulation Provision (CAP) balance. (UC's contributions are not refundable.) However, a refund cancels your right to any future Plan benefits based on your service unless you return to UC employment and reestablish the service credit.</p>
<p><b>Important:</b> If you are eligible to retire, see the <i>Retirement Handbook</i> for information about your retirement options, income taxes, and possible early distribution penalties.</p>	<p>If you do not qualify for inactive membership, you <i>must</i> request a refund of your accumulations. See your local Benefits Office for forms and information.</p> <p>If you return to UC employment and again become a UCRP member, for a limited time you may redeposit the amount of your refund (plus interest) to reestablish your UCRP service credit. See <i>The UCRP Buyback Booklet</i>.</p> <p><b>Retirement Income:</b> UCRP members age 50 or older with at least five years of service credit may apply for retirement income. (If you have less than five years of UCRP service credit, but have service credit in another retirement plan—such as CalPERS—you may qualify for UCRP income. Check with your Benefits Office.)</p>
	<p><b>Lump Sum Cashout:</b> UCRP members who are eligible to retire may choose a lump sum cashout in lieu of monthly retirement income. The lump sum cashout is the present value projection of basic retirement income (reduced by any offsets that apply and including assumed cost-of-living adjustments) you would be expected to receive over your lifetime, paid in a single lump sum. You forfeit the right to retiree health benefits if you elect this option.</p>

# When UC Employment Ends

Benefit Plan	Benefits Options
<b>Retirement Savings Program and Other Savings Options</b>	
Defined Contribution Plan Tax-Deferred 403(b) Plan 457(b) Deferred Compensation Plan	<p>Contributions stop with your last paycheck. If you have at least \$2,000 in the Defined Contribution Plan, at least \$2,000 in the Tax-Deferred 403(b) Plan or at least \$2,000 in the 457 (b) Deferred Compensation Plan, see the appropriate summary plan description or the FITSCo NetBenefits website (<a href="http://www.netBenefits.fidelity.com">www.netBenefits.fidelity.com</a>) for information about your options.</p> <p>If you have less than \$2,000 in any plan when you leave UC employment, you <i>must</i> request a total distribution from that Plan. Plan balances may not be combined to meet the \$2,000 minimum balance requirement.</p>
Social Security Other Retirement Plans	You and UC stop contributing with your last paycheck. If you are considering retirement and need more information, contact Social Security. If you are a member of another retirement plan, contact that plan directly for information.
U.S. Savings Bonds	Deductions stop with your last paycheck. Contact any bank for information about your options.
<b>Other Benefits</b>	
Vacation Leave	When you are laid off, you are paid for any accumulated vacation leave earned through your last day at work.
Sick Leave	<p>When you are laid off, you are not paid for any accumulated sick leave. Your sick leave will be retained and reinstated if you are rehired during a Right to Recall or Preference for Reemployment period (see page 4).</p> <p>If you retire within 120 days of separation from UC and elect a monthly retirement income, any unused sick leave will be converted to retirement service credit at the rate of eight hours of sick leave for one day of service credit.</p>
Dependent Care Reimbursement Account (DepCare)	Contributions stop when you go off pay status. Eligible expenses incurred through the end of the pay period in which you made the last contribution are eligible for reimbursement. SHPS, Inc. must receive your claim by the filing deadline of the following year; you forfeit funds left in your account after that date.
Health Care Reimbursement Account (HCRA)	<p>Contributions stop when you go off pay status. Eligible expenses incurred through the end of the pay period in which you made the last contribution are eligible for reimbursement unless you continue participation under COBRA. SHPS, Inc. must receive your claims by the filing deadline of the following year; you forfeit funds left in your account after that date.</p> <p>SHPS will send you a “Qualifying Event Notice” explaining the procedure for continuing your participation under COBRA, the Consolidated Omnibus Budget Reconciliation Act of 1985. With COBRA, you can continue your participation through the end of the current plan year (December 31) by making direct, after-tax payments to your account.</p>
Tax Savings on Insurance Premiums (TIP)	TIP contributions stop with your last paycheck. If you are rehired into an eligible position in a different calendar year, contributions resume automatically unless you opt out during your PIE. If you are rehired into an eligible position during the same calendar year, however, you cannot re-enroll until the next Open Enrollment. This means that you will have to pay health plan employee monthly costs (if any) on an after-tax basis for the remainder of the calendar year.
Legal	Coverage ends the last day of the last month for which premiums are paid. You may, however, continue coverage for up to four calendar months after the month your layoff begins by arranging in advance to pay the monthly premiums directly to your Benefits or Payroll Office. You also may be eligible to convert coverage to an individual plan. You have 31 days after your UC coverage ends to apply for conversion. Contact ARAG at 1-800-828-1395 for more information.
<b>Important:</b> If you are eligible to retire and continue legal coverage as a retiree, you must retire within 120 days of your separation from UC. See your Benefits Office immediately.	
Automobile and Homeowner/Renter	You may continue coverage to the end of your contract year by paying premiums directly to the insurance company or you may cancel your coverage. Call the insurance company for information.
California Unemployment Insurance Program	You may be eligible for Unemployment Insurance, although certain restrictions may apply if you chose to be laid off or if you did not exercise your employment seniority rights. You can get details and apply for benefits at your local office of the California State Employment Development Department (EDD). If you work outside California, contact the comparable state agency for your location.

## If You Return to UC Employment

**Rehire Privileges:** A regular status career employee may be eligible for the Right to Recall or Preference for Reemployment.

If eligible for Right to Recall, you may be recalled in order of seniority into any active and vacant career position for which you are qualified for three years from the date of indefinite layoff, subject to policy restrictions.

If eligible for Preference for Reemployment, you have preference for any active and vacant career position (provided you are qualified) for two months prior to your indefinite layoff date and after layoff for a period of time based on your years of UC service, subject to policy restrictions.

Reemployment within the period of Right to Recall or during Preference

for Reemployment provides continuity of service; however, benefits and seniority accrue only when you are on pay status. For more information about rehire privileges, see your Human Resources Office or Academic Personnel Office.

**UC-Sponsored Plans:** Rules governing re-enrollment in lapsed or canceled plans vary with the particular plan and the length of time you have been separated from UC.

For most UC-sponsored insurance plans, if you are rehired into an eligible position within 120 days of your layoff date, enrollment is limited to the same plans and coverage you had when you were laid off. You may add family members who became eligible after your layoff began.

If you are rehired following a break in service of 120 days or more, you are treated as a newly eligible employee. If you are rehired following

a break in service of 120 days or more, but within your period of Right to Recall or Preference for Reemployment, contact your Benefits Office to make sure your health insurance records reflect your pre-layoff hire date rather than the date you were rehired. This may be important, as eligibility to continue health benefits after retirement is more stringent for employees hired or rehired on or after January 1, 1990.

If your appointment changes when you return to work, your new appointment will determine the benefits in which you may enroll.

To be sure your UC-sponsored benefits resume correctly, see your Benefits Office soon after you return to work.

By authority of the Regents, University of California Human Resources and Benefits, located in Oakland, administers all benefit plans in accordance with applicable plan documents and regulations, custodial agreements, University of California Group Insurance Regulations, group insurance contracts, and state and federal laws. No person is authorized to provide benefits information not contained in these source documents, and information not contained in these source documents cannot be relied upon as having been authorized by the Regents. Source documents are available for inspection upon request (1-800-888-8267). What is written here does not constitute a guarantee of plan coverage or benefits—particular rules and eligibility requirements must be met before benefits can be received. The University of California intends to continue the benefits described here indefinitely; however, the benefits of all employees, retirees, and plan beneficiaries are subject to change or termination at the time of contract renewal or at any other time by the University or other governing authorities. The University also reserves the right to determine new premiums, employer contributions and monthly costs at any time. Health and welfare benefits are not accrued or vested benefit entitlements. UC's contribution toward the monthly cost of the coverage is determined by UC and may change or stop altogether, and may be affected by the state of California's annual budget appropriation. If you belong to an exclusively represented bargaining unit, some of your benefits may differ from the ones described here. Contact your Human Resources Office for more information.

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides for continued coverage for a certain period of time at applicable monthly COBRA rates if you, your spouse, or your dependents lose group medical, dental, or vision coverage because you terminate employment (for reasons other than gross misconduct); your work hours are reduced below the eligible status for these benefits; you die, divorce, or are legally separated; or a child ceases to be an eligible dependent. Note: The continuation period is calculated from the earliest of these qualifying events and runs concurrently with any other UC options for continued coverage. See your Benefits Representative for more information.

In conformance with applicable law and University policy, the University is an affirmative action/equal opportunity employer. Please send inquiries regarding the University's affirmative action and equal opportunity policies for staff to Director of Diversity and Employee Programs, University of California Office of the President, 300 Lakeside Drive, Oakland, CA 94612 and for faculty to Director of Academic Affirmative Action, University of California Office of the President, 1111 Franklin Street, Oakland, CA 94607.

Website address: <http://atyourservice.ucop.edu>



University of California  
Human Resources and Benefits  
P.O. Box 24570  
Oakland, CA 94623-1570



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