

Dear

The purpose of this letter is to inform you of your termination from \_\_\_\_\_ Parish effective \_\_\_\_\_, 2024. You are being discharged for \_\_\_\_\_.

As a result of your discharge, your benefits will be affected as follows:

**Health Insurance** – If you carry health insurance, it will be continued through the last day of the month. You are eligible to continue health insurance for up to one year at your own expense through Continuation of Coverage. Please see attached "[Important Information about Your Continuation Coverage Rights.](#)"

**Life Insurance** – Your life insurance will be continued through the last day of the month. Basic life insurance benefits may be converted and extended through a process that requires arrangements and payments made directly by you to The Standard. Voluntary Life Insurance may be continued with payments made by you directly to The Standard.

**Dental Care Insurance** – If you carry dental insurance, it will continue through the last day of month.

**Vision Insurance** – If you carry vision insurance, it will continue through the last day of month.

**Flexible Spending Account** – If you have a flexible spending account, it will end on the date of your termination and your "Benny" card will be deactivated. You may elect to file claims for charges incurred during your employment. **The funds must be claimed within 90 days of termination.**

**Defined Benefit Pension** – If you are vested in the Defined Benefit Plan, you should maintain contact with the third party administrator, UMR and Ms. Jennifer Fights at (888) 640-1700. Address changes should be reported to UMR and questions concerning benefit statements, as well as pension applications, directed to Ms. Fights.

**401(k) Plan** – You are vested in our 401(k) Plan. If you have any questions concerning your account, please contact a Client Service Representative by calling the toll-free Participant Services Line at 1-866-467-7756. Client Service Representatives are available 8:30 a.m. to 7:00 p.m. (ET) each open market day to answer account questions and handle any other changes.

**403(b)** – The 403(b) Plan was terminated 12/31/2015 and this was a distributable event. If you have not taken a distribution or rolled this account into a different individual retirement account, please do so as soon as possible.

**Unemployment Compensation** – To file an application with the Ohio Department of Job & Family Services, you may call 1-877-644-6562 (toll free). When filing for benefits, the employer will be identified on the Department's system as **Cincinnati Catholic Religious Communities.**

**Parish property** – You must return all property and equipment assigned to you on or before the last day of work i.e., I.D. badge, parking pass.

**Vacation Days** – You have \_\_\_ earned unused vacation days which will be paid to you on your final paycheck.

**Sick/Emergency days** – Unused sick/emergency days are not compensable at the time of termination.

If you have any questions regarding your compensation and benefits please call me.

Sincerely,