

Information to Assist Staff Who Are Leaving MARC's Employment

As staff look to transition out of working at MARC, we would like to provide some helpful information to consider when making departure decisions.

1. **NOTICE** – MARC appreciates when employees give 2 weeks or more notice, in writing, to supervisor.
 - a. Resignation – EE Handbook page 15

MARC encourages (but does not require) an employee resigning from their job, to give a two-week written notice of intent to resign. The written notice should indicate the last planned day of work and the reason for the resignation. Employees are required to be **actively** at work during their two-notice period.

 - To be actively at work means you cannot use sick, vacation, or holiday leave to fulfill the two-week notice period.
 - b. Last Day Worked cannot be a holiday – Holidays – EE Handbook page 23

MARC gives employees 10 paid holidays per calendar year. You may receive holiday pay from your first day of employment and must work or use paid leave both the day before and the day after all paid holidays to be eligible.

 - CBA – page 33
Use of an unpaid leave day due to a weather-related closure per Section 20.07 shall count as paid leave status for purposes of receiving holiday pay.

2. **NOTICE** – When giving notice, if an employee gives 2 weeks or more notice, in writing, to supervisor, they may qualify for unused earned vacation and/or sick leave.
 - a. Vacation Leave – EE Handbook page 22

Upon voluntary termination of employment, with a minimum of 2 weeks written notice, you will be paid for all remaining **earned** vacation leave. Payout does not include vacation that was advanced but has not yet been earned.

Vacation is considered earned month by month. Keep in mind that you must work through the end of the year to earn the vacation hours, or your last paycheck will include a deduction for the vacation hours you were advanced but had not yet earned. Your vacation leave accrual, use, and available balances are viewable in your Paychex login.
 - b. Sick Leave – EE Handbook page 22

Upon termination of employment, those employees giving 2 weeks' notice will be paid for 50% of the remaining earned sick leave (up to a maximum of two weeks for union eligible employees).

3. **HEALTH & DENTAL INSURANCE**
 - a. Your health and dental insurance is active through the last day of the month in which you leave employment.

4. **TIAA – RETIREMENT OR QUALIFYING EVENT –**

- a. Who to call at TIAA – Matthew Parker 1-972-762-6288 matthewparker@nfp.com
- b. TIAA determines who qualifies for hardship loans.
- c. TIAA suggests calling around 2 months before your determined retirement date.
- d. An employee cannot start receiving retirement funds before retiring.

5. **COBRA –**

Federal and Wisconsin law require that some group health plans offer individuals who would otherwise lose their coverage: (1) the opportunity for a temporary extension of health coverage (called "**COBRA Continuation coverage**") at group rates, and/or (2) the opportunity to convert to individual health insurance coverage (called "**Conversion coverage**").

- a. Call MARC's HR Director with questions. 1-608-223-9100 ext. 122, Cheri Brenton
- b. Information is mailed to departing employees, you have 60 days to complete the paperwork with EBC.

6. **MEDICARE – www.medicare.gov**

Information below is from the medicare.gov website.

- a. When an employee is retiring and is eligible for Medicare, they should contact Medicare to make a selection from Medicare options approximately 2-3 months before their retirement date.
- b. You can sign up for Medicare starting **3 months before** your 65th birthday.
- c. If you are retiring and already have health insurance through an active employer, your enrollment timing depends on a few specific details:
 - i. **Turning 65 and retiring:** You can sign up during your 7-month Initial Enrollment Period (the 3 months before you turn 65, the month of your birthday, and the 3 months after).
 - ii. **Working past 65:** If you or your spouse are still working and have employer-sponsored coverage, you generally do not need to sign up at 65. You will get an 8-month Special Enrollment Period (SEP) to sign up once your employment ends or the health plan drops, whichever happens first.

7. **SOCIAL SECURITY – www.ssa.gov**

Information below is from the Social Security website

- a. You can sign up for Social Security benefits **up to four months** before the date you want your payments to begin.
 - i. For example, if you want your first benefit month to be August, you can submit your application as early as April.

Key details to keep in mind:

- a. **Processing time:** Applying 4 months early ensures the Social Security Administration (SSA) has time to process your paperwork so your first payment arrives on time.
- b. **Payment timing:** Social Security generally pays benefits in the month *after* they are due. If your benefits start in August, your first check will arrive in September.

- c. **Age requirements:** You must be at least 61 years and 9 months old to apply, and you generally must be at least 62 for a full month to receive your first retirement check.
- d. You can easily begin your application or estimate your future payments on the official Social Security Administration Retirement Portal.

8. **LONGEVITY** – If leaving MARC employment before Nov 1st, an employee does not qualify for the longevity bonus

Longevity – CBA page 39

- a. Longevity is a fringe benefit. Each employee working or on paid leave status during the November 1-15 pay period shall receive longevity.

9. **MARC LIFE INSURANCE**

- a. Ends when employment at MARC ends.

10. **VOLUNTARY INSURANCE**

- a. You can convert to individual plan if you want to by reaching out to Lincoln Financial, 877-321-1015.