

# **Now That You're Leaving**

*For employees of the County of Henrico, Virginia*



Department of Human Resources  
P.O. Box 90775  
Henrico, VA 23273-0775

*Proud of our progress; Excited about our future*

## **Health Care**

Health Care coverage ceases on the last day of the month in which your employment ends. Deductions for health care coverage are taken in the current month. Depending on your date of separation, additional payroll deductions may be necessary to cover the cost of the final month of coverage. Through COBRA you may continue the same group coverage for yourself and your covered dependents for up to 18 months by paying the entire monthly cost plus a 2% administrative fee. Information about continuation coverage (COBRA) is sent to you upon termination.

## **Dental**

Dental coverage ceases on the last day of the month in which your employment ends. Deductions for dental coverage are taken in the current month. Depending on your date of separation, additional payroll deductions may be necessary to cover the cost of the final month of coverage. Through COBRA you may continue the same group coverage for yourself and your covered dependents for up to 18 months by paying the entire monthly cost plus a 2% administrative fee. Information about continuation coverage (COBRA) is sent to you upon termination.

## **Flexible Spending Accounts (FSAs)**

Through COBRA you may continue your health care FSA participation through the end of the calendar year in which you separate. To do so, you must make your contributions on an after-tax basis each month, including an additional 2% administrative fee. Information about continuation of healthcare FSAs is sent to you upon termination.

You will have until March 31 of the following calendar year to submit claims and expenses for reimbursement.

## **Retirement – Virginia Retirement System (VRS)**

When you leave Henrico County employment, you have the option of leaving your accumulated VRS contribution account with VRS, transferring your contributions into another retirement savings plan, or taking a refund of contributions if allowed by the plan. If you leave retirement contributions in VRS, you retain the service credit that was earned as an employee. This credit can be added to any future service credit with a VRS-covered employer. If you are going to work for another VRS participating employer within 30 days, your VRS membership will transfer to your new employer.

If you are currently disabled, you have 90 days from the date of your termination to apply for disability retirement from VRS. VRS provides information about retirement options at [www.varetire.org](http://www.varetire.org). Contact VRS directly to understand the options available to you.

## **Life Insurance**

Your basic group life insurance ends 31 days after the end of the month in which your employment ends. Basic life insurance coverage may be converted to an individual policy if application is made within the 31 day period. Accidental Death and Dismemberment coverage ends on your last day of employment and may not be converted to an individual policy.

Optional group life insurance also ends 31 days after the end of the month in which your employment ends. You may convert your optional group coverage to an individual policy within the same 31-day period. If you go to work for another VRS participating employer within 30 days, you must elect optional life insurance coverage with your new employer within 31 days of hire for guaranteed optional life coverage. Life insurance information is available from the VRS Web site at [www.varetire.org](http://www.varetire.org) or toll-free at (888) 827-3847.

### **Deferred Compensation**

If you participated in the deferred compensation program, you have the option of withdrawing your account, retaining your account, or rolling your account into an IRA, 403(b), 401 or other government 457 plan. Contact your representative for forms to withdraw or rollover your account: ING (804) 673-1746; ICMA-RC (804) 379-9135.

### **Annual/Holiday Leave**

Your accrued annual and holiday leave will be paid to you in a final pay. If you do not receive it, please contact your former department. If you are in your probationary period you will not be paid for your accrued holiday leave.

### **Sick Leave**

You only are eligible for payment of accumulated sick leave at termination if you retire under VRS according to Personnel Rules and Regulations.

### **Compensatory Leave**

You are not eligible for payment of accumulated compensatory leave upon termination of employment.

### **W-2 Forms**

Your W-2 form reporting wages for the preceding year will be mailed to you by January 31 from the Finance Department. Send any address changes along with your social security number to Payroll Supervisor, Finance Department, County of Henrico, P. O. Box 90775 Henrico, VA 23273-0775; phone: (804) 501-4224.

### **Exit Interviews**

You may talk with the Benefits Division Staff by calling 501-4355 or you may talk with the Employee Relations Manager by calling (804) 501-4273.

### **Job References**

Requests for job references and employment verification should be sent to: Department of Human Resources, County of Henrico, P. O. Box 90775, Henrico, VA 23273-0775. Your written authorization is required before any information is released. For more information contact (804) 501-5078.

## **Important Contact Information**

<b>Benefits Division</b>	(804) 501-7371	
<b>Credit Union</b>	(804) 266-0290	<a href="http://www.henricofcu.org">www.henricofcu.org</a>
<b>Deferred Compensation -</b>		
<b>ING</b>	(804) 673-1746	<a href="http://www.ingretirementplans.com">www.ingretirementplans.com</a>
<b>ICMA-RC</b>	(804) 379-9135	<a href="http://www.icmarc.org">www.icmarc.org</a>
<b>Dental-</b>		<a href="http://www.co.henrico.va.us/hr/benefits/">http://www.co.henrico.va.us/hr/benefits/</a>
<b>Delta Dental (High &amp; Low Option)</b>	(800) 237-6060	
<b>Delta Care</b>	(800) 862-0838	
<b>Finance Payroll</b>	(804) 501-4224	<a href="http://www.co.henrico.va.us/finance/">http://www.co.henrico.va.us/finance/</a> then click on "Divisions" and then click "Payroll Accounting"
<b>Flexible Spending Accounts-</b>		
<b>TASC</b>	(804) 515-8900	<a href="http://www.tasconline.com">www.tasconline.com</a>
<b>Health Care-</b>		
<b>Southern Health Services</b>	(866) 533-5149	<a href="http://www.southernhealth.com">www.southernhealth.com</a>
<b>Human Resources Department</b>	(804) 501-4628	<a href="http://www.co.henrico.va.us/hr">www.co.henrico.va.us/hr</a>
<b>Short Term Income Protection-</b>		<a href="http://www.co.henrico.va.us/hr/benefits">http://www.co.henrico.va.us/hr/benefits</a>
<b>Aetna Life Insurance Company</b>	(866) 326-1380	
<b>Life Insurance-</b>		
<b>Minnesota Life</b>	(800) 441-2258	<a href="http://www.varetire.org/Members/BenefitPlans/LifeInsure.html">www.varetire.org/Members/BenefitPlans/LifeInsure.html</a>
<b>Retirement-</b>		
<b>Virginia Retirement System</b>	(888) 827-3847	<a href="http://www.varetire.org">www.varetire.org</a>