



## Separation from Service *Benefits Information*

Employee Name: \_\_\_\_\_

Separation Date: \_\_\_\_\_

Upon your separation from employment at \_\_\_\_\_ the following will take place: (site name)

### **Diocesan Benefits**

- **Health benefits:** If eligible the RETA Trust/BAS will mail you a COBRA information package with your option to continue your health benefits. Coverage ends on the last day of the month of your separation date listed above.
- **Life Insurance:** Your coverage with Sun Life Assurance of Canada ends on the date of your separation from employment. The Diocesan Benefits Department will mail you information on the voluntary conversion of your group life insurance coverage.
- **Defined Contribution Retirement Plan – (Current Plan):** One America will send you information on your options to collect your retirement fund whenever you wish to access your funds. You may access your account information and request distribution (withdrawal/rollover) via [www.OneAmerica.com](http://www.OneAmerica.com). If you prefer assistance over the phone, call 1-800-249-6269 and a One America representative will guide you through the distribution process.
- **Defined Benefit Pension Plan – (Frozen Plan):** If you are entitled to this benefit, Pension Services (the plan administrator) will mail to your home address a Data Verification Application with instructions. Please notify the Benefits Office ([benefits@srdiocese.org](mailto:benefits@srdiocese.org)) if your address should change any time in the future.

If you have any questions, please reach out to the benefits administrator at your location.