North Carolina Department of Health and Human Services
Office of the Secretary ▪ Human Resources
2001 Mail Service Center ▪ Raleigh, N.C 27699-2001
Tel: 919-733-2940 ▪ Fax: 919-733-2940 ▪ Courier 56-20-11

Michael F. Easley, Governor
Lanier Cansler, Secretary

Kathleen A. Gruer, Director

MEMORANDUM

DATE:

TO: **(Employee's Name)**

FROM: HR Benefits Representative

SUBJECT: Separation Information

The purpose of this memorandum is to confirm your separation date of _____, and provide information with regard to your leave, insurance, retirement and benefits.

Vacation Leave Payment
You will be paid for your accumulated vacation leave (payment will be made on a maximum of 240.00 hours only) on the earliest payroll date following your separation (usually within 30 days of separation). If you transfer to another state agency, you must transfer your vacation leave to your new agency. Vacation leave will be transferred to a county Mental Health, Public Health, Social Services, or Emergency Management Agency, public schools, community colleges or technical institutes, if the agency is willing to accept it. The new agency will contact the previous employer to verify your vacation leave balance.

Bonus Leave Payment
You will be paid for your bonus leave on the earliest payroll date following your separation (usually the following month). Bonus leave is transferred under the same guidelines as Vacation Leave.

Sick Leave
You cannot be paid for accumulated sick leave. However, if you should return to state employment within five years from your last day of work, your accumulated sick leave shall be reinstated. If you transfer to another state agency, you transfer your sick leave to the new agency. Sick leave will or may also be transferred to a local agency (those described above under Vacation Leave) if the agency head agrees to accept this leave. The new agency will contact the previous agency to verify/transfer your sick leave balance.

If you accept employment at a later date with one of the county agencies listed above or with a school system, human resources may be contacted to verify your sick leave balance at the time of your separation. That agency will determine if the sick leave balance can be reinstated, and if they will accept it.

***** Current Leave Balances ***** ***THESE BALANCES ARE SUBJECT TO A FINAL AUDIT OF YOUR LEAVE RECORD.***							
Vacation Leave:		**Sick Leave:**		**Bonus Leave:**		**Community Service Leave:**	

Retirement Contributions
If you are leaving state employment, you can receive a refund of your contributions. If you have at least five years as a contributing member, interest is included in the refund. You may elect to leave your contributions in the System and keep all of the creditable service you have earned to date. State law does not permit the Retirement System to make refunds earlier than 60 days after your application is received by that office. Refund applications are available in the Human Resources Office. (Retirement Form 5)

If you are transferring to an agency under the Local Governmental Employees' Retirement System, you can transfer your contributions and creditable service between the Teachers' and State Employees' Retirement System and the Local Retirement System as long as you are an eligible member of the System to which you are transferring, and you have not received a refund of your contributions from the State Retirement System. Transfer applications are available through the Retirement System, Human Resources Office and /or Payroll Office.

If you are transferring to another state agency, your retirement number will remain the same and you have no option of withdrawal of contributions. If you are retiring, one month of service credit is given by the Retirement System for every 20 days of sick leave you have accrued.

For questions concerning the Retirement System, North Carolina Department of State Treasurer, please click on the following link: http://www.treasurer.state.nc.us/dsthome/RetirementSystems

Health Insurance
If you are a participant under the Teachers' and State Employees' Comprehensive Major Medical Plan (State Health Plan), your benefits cease on the last day of the month in which your employment with the state is terminated, unless you separate in the second half of the calendar month and have made any required contribution for family coverage for the following month. If you are unsure as to when your coverage will cease, please contact the Insurance and/or Human Resources Office.

Continuation of group coverage is available under the State Health Plan as required by Federal Law (COBRA) for 18 months. After receiving notification that you are no longer employed, you will be contacted directly by the State Health Plan and provided enrollment information for continuation of your coverage under COBRA.

If you are transferring to another state agency, you must re-establish your health insurance coverage by enrolling under the new agency.

If you are retiring, you will enroll with the Retirement System to continue your State Health Plan coverage.

Payroll Deductions
If you are enrolled under any optional group life, accident, disability income, dental, or cancer plans, it will be necessary for you to contact the insurance company for information regarding continuation options. (Note: See last page for references/contacts.)

NCFLEX
If you are currently enrolled in any NCFLEX insurance programs, you will be notified at your current home address by the insurance company regarding COBRA benefits. Should your home address be incorrect, please inform your Human Resources Office immediately to amend.

Please click on the following link for additional information: http://www.ncflex.org

Supplemental Retirement Plans
If you have a payroll deduction for Deferred Compensation, 401(k), or 403(b), you must contact that specific office to discuss your account.

Deferred Compensation Plan Administrator	Great West 2 Hanover Square Raleigh, N.C. 27601 (919) 755-1910 or 1-800-201-1854
Prudential Retirement 401(k)	Prudential NC 401(k) Processing Center 30 Scranton Office Park Scranton, PA 18507 1-866-624-0151 http://www.nc401k.prudential.com
403(b) Account	Contact the Human Resources Office for information

If you have payroll deductions to the State Employees' Credit Union, you should contact a loan officer at the bank because your payroll deductions will cease. If you transfer to another state agency, you must re-establish your payroll deduction at the Credit Union.

If you are in the process of purchasing a U. S. Savings Bond, you will receive a refund of the amount you have paid toward the purchase of that bond, or the bond will be sent as usual if the payment is complete.

Longevity
If you are eligible to receive longevity, you will receive the payment on the earliest payroll following the date of your separation. If you are transferring to another state agency, you will receive longevity with that agency on your established total state service date.

Unemployment Insurance Benefits
You may be eligible to receive unemployment insurance benefits. You should contact your local office of the Employment Security Commission concerning your eligibility to receive benefits.

Parking
You should notify the parking coordinator immediately about your parking space. If you neglect to do this and the fees are deducted from your final pay, the Department of Administration will reimburse you.

Loan Payments
You must contact your financial institution personally to make arrangement for loans.

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YOUR LAST PAY CHECK SHOULD BE A PAPER CHECK, NOT DIRECT DEPOSIT. You may pick up your last check in your human resources office and please notify them if you do not want your final check mailed.

Questions should be directed to the Human Resources Office (919)999-9999, ext. 111.