

UAB Employee Benefits

Separation & Termination Guide

What Happens to Your Benefits When You Leave UAB

This guide is for general informational purposes only and does not constitute a contract. Please contact UAB Benefits at benefits@uab.edu or 205-934-3458 for information specific to your situation.

Overview

When your employment at UAB ends, whether through resignation, retirement, or other separation, your benefits will be affected in different ways depending on the benefit type. Some coverage ends on your last day of employment, while others can be continued, converted, or carried with you.

This guide walks you through what happens to each benefit and what steps you need to take to protect yourself and your family.

Medical, Dental & Vision Coverage

When Coverage Ends

Your medical, dental, and vision coverage will end at the end of the month in which your employment terminates.

Example: If your last day is June 14, your coverage will remain active through June 30.

Your Continuation Options: COBRA

Under federal law (COBRA), you and your covered dependents have the right to temporarily continue the same UAB health coverage you had while employed. You will receive a COBRA election notice in the mail within 14 days of your coverage ending.

- You have 60 days from the date of the notice (or the date coverage ends, whichever is later) to elect COBRA coverage.
- If elected, COBRA coverage is retroactive to the day after your UAB coverage ends, so there is no gap.
- You will pay the full premium — both employee and employer portions — plus an administrative fee of up to 2%.
- COBRA can last up to 18 months for most qualifying events (36 months for dependents in certain situations).

Your exact COBRA premium will be provided in your official election notice, mailed to your home address within 14 days of coverage ending. Contact UAB Benefits if you need rate information before your notice arrives.

Tip: Marketplace plans through [healthcare.gov](https://www.healthcare.gov) may offer more affordable options depending on your income.

Quick Reference: When Benefits End

Table: Quick Reference: When Benefits End

Benefit	When Coverage Ends / Status
Medical / Dental / Vision / Health Care FSA	End of the month in which your employment ends
Dependent Care FSA	You have until the end of the year to spend the contributions you have made
Health Savings Account (HSA)	Stays with you; your account is yours to keep
Group Life Insurance	Ends on your last day of employment; portability & conversion option available
AD&D Insurance	Ends on your last day of employment; portability option may be available
Short-Term Disability	Ends on your last day of employment
Long-Term Disability	Ends on your last day of employment; conversion option may be available
403(b) / 457(b) Retirement Plans	You retain your vested funds; contact TIAA for rollover options
TRS Pension	Vested after 10 years of creditable service; contact UAB Benefits if leaving before vesting
Pet / Identity Protection / Accident / Critical Illness	May be continued directly through the provider; contact the provider for details
Educational Assistance	Ends upon separation; assistance will apply if the add/drop deadline has passed
Employee Assistance Program	EACC benefits are available for 90 days after you leave

Flexible Spending Accounts (FSA)

Health Care FSA

If you enrolled in a health care FSA, here is what to know:

- Your Health Care FSA coverage ends at the end of the month your employment ends.
- Any eligible expenses incurred before your coverage end date can still be submitted for reimbursement until the end of the year.

Dependent Care FSA

If you enrolled in a dependent care FSA, you can submit claims until year-end to be reimbursed for any contributions you have made.

Health Savings Account (HSA)

If you are enrolled in the Viva Choice CDHP and have an HSA, your account belongs to you — it is not forfeited when you leave UAB.

- Your HSA balance rolls over year to year and stays with you even when you change employers, change health plans, or retire.
- You can continue to use HSA funds for qualified medical expenses at any time, tax-free.
- You may no longer make payroll contributions through UAB after your last day, but you can make after-tax contributions directly if you remain enrolled in a qualifying high-deductible health plan.
- Contact Inspira Financial to transfer or manage your account after leaving UAB.

Retirement Plans

Teachers' Retirement System of Alabama (TRS)

The TRS is a defined benefit pension plan. Your choices upon leaving depend on whether you are vested.

Table: TRS Options Based on Service

Status	Options
Vested (10+ years of creditable service)	You are entitled to a future retirement benefit. Contact the Retirement Systems of Alabama (RSA) to understand your benefit options and when you can begin receiving payments.
Not yet vested (under 10 years)	You may apply for a refund of your accumulated employee contributions. Contact UAB Benefits to initiate this process. Note: Requesting a refund forfeits any future benefit rights under TRS.
Tier 1 (hired before Jan. 1, 2013)	Eligible for retirement income at age 60 with 10+ years, or at any age with 25+ years of TRS service.
Tier 2 (hired on or after Jan. 1, 2013)	Eligible for retirement income at age 62 with 10+ years of TRS service.

If you terminate your service before qualifying for retirement benefits, contact UAB Benefits for counseling.

403(b) and 457(b) Voluntary Retirement Plans (TIAA)

Your voluntary contributions and vested employer match (if any) in the 403(b) and 457(b) plans belong to you. Vesting in the 403(b) plan is immediate for UAB Employees; vesting for Hospital Management/LLC Employees is three years.

- You can leave your funds with TIAA and continue to benefit from tax-deferred growth.
- You may roll your balance over to another qualified retirement plan or IRA.
- You may be able to take a distribution, though taxes and penalties may apply depending on your age and the type of distribution.
- Contact TIAA at 800-842-2252 or tiaa.org/uasystem to review your options.

Life Insurance & Disability Benefits

Sponsored (Employer-Paid) Life Insurance & AD&D

UAB-sponsored group term life insurance and AD&D; coverage end on your last day of employment. These plans are portable. You may have the option to convert your group life insurance to an individual policy.

- Conversion Option: You may convert your group life insurance to an individual policy through The Standard without providing evidence of insurability (proof of good health).
- You typically have 45 days from your coverage end date to elect conversion.
- Contact The Standard directly to request a conversion application.

Voluntary Life Insurance

If you purchased voluntary life insurance through The Standard, you may have portability or conversion options available. Contact The Standard within 45 days of your last day to explore your options.

Short-Term & Long-Term Disability

Both sponsored LTD and voluntary short-term disability coverage through The Standard end on your last day of employment. If you have an active disability claim at termination, contact The Standard immediately. LTD is eligible for conversion except if you are retiring. Contact The Standard within 31 days from your last day worked to elect conversion.

Supplemental & Voluntary Plans

Several voluntary benefit plans may be continued directly with the provider after you leave UAB. Contact each provider promptly after your separation.

Table: Voluntary Plan Continuation Contacts

Plan	How to Continue
Aflac Accident Insurance	Contact Aflac directly to convert your group coverage to an individual policy. Act quickly — there are deadlines.
Aflac Critical Illness Insurance	Contact Aflac directly to explore conversion or portability options.
Allstate Identity Theft Protection	Contact Allstate Identity Protection to continue coverage independently.
Pet Benefit Solutions	Contact Pet Benefit Solutions to continue your pet discount and prescription savings plan independently.

Educational Assistance

Your educational assistance benefit ends upon employment separation. If you are currently enrolled in courses at UAB:

- Tuition benefits are paid if you leave after the drop/add date.
- Dependent children of retirees may retain a 50% tuition benefit if the employee retired in an eligible employment category. Check eligibility with UAB Benefits.

Paid Time Off (Vacation & Sick Leave)

Vacation

Upon separation, UAB will pay out your accrued unused vacation, up to the maximum of 22 days (176 hours). Excess accruals are not paid out. Personal holidays are not paid out at termination — unused personal holidays are forfeited.

Sick Leave

Accrued sick leave is not paid out upon separation. Contact UAB Benefits to see if sick leave can be used for TRS service credit.

Your Separation Checklist

To protect your benefits and avoid lapses in coverage, take these steps before and after your last day:

1. Notify UAB HR of your last day of employment as early as possible.
2. Confirm your home mailing address is up to date in Oracle — COBRA and other notices will be mailed to this address.
3. Submit any outstanding FSA claims before the claims submission deadline.
4. Decide whether to elect COBRA or enroll in an alternative health plan (Marketplace, new employer, etc.) within 60 days of losing coverage.
5. Contact The Standard within 45 days if you wish to convert or port your life insurance.
6. Contact TIAA to review your 403(b) / 457(b) balances and distribution options.
7. Contact the Teachers' Retirement Systems of Alabama (TRS) regarding your TRS benefit or refund.
8. Contact any voluntary plan providers (Aflac, Allstate, Pet Benefit Solutions) to continue those benefits independently.

Key Contacts

Table: Key Contacts

Organization / Service	Contact Information
UAB Benefits Department	benefits@uab.edu 205-934-3458
Blue Cross Blue Shield of Alabama	bcbsal.org 800-292-8868
Viva Health	vivahealth.com 205-558-7474 800-294-7780
Vision Service Plan (VSP)	vsp.com 800-877-7195
Teachers' Retirement Systems of Alabama (TRS)	rsa-al.gov 877-517-0020
TIAA (403(b)/457(b))	tiaa.org/uasystem 800-842-2252
Inspira Financial (COBRA, FSA & HSA)	inspirafinancial.com 844-729-3539
Employee Assistance & Counseling Center (EACC)	uabeacc@uab.edu 205-934-2281 877-872-2327
The Standard (Life, AD&D, Disability)	standard.com 855-757-4714
Aflac (Accident and Critical Illness)	aflac.com 800-992-3522
Allstate Identity Protection	allstateidentityprotection.com
Pet Benefit Solutions	petbenefitsolutions.com