



## *Separation from Service Benefits Information Sheet*

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

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

Upon your separation from employment at \_\_\_\_\_ the following will take place:

### **Diocesan Benefits**

- SunLife Assurance of Canada: Your life insurance coverage ends on the date of your separation from employment. The Diocesan Benefits Department will mail you information on voluntary conversion of your group life insurance coverage.
- 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.
- Defined Contribution Retirement Plan – (Current Plan): The Diocesan Benefits Department will mail you information on your options to collect your retirement benefit at OneAmerica and an application to complete for whenever you wish to access your funds. For information on your current balance, please go to [www.oneamerica.com](http://www.oneamerica.com) or call 1-800-249-6269.
- Defined Benefit Pension Plan – (Frozen Plan): If you are entitled to this benefit, Pension Services (plan administrator) will mail you a Data Verification Form with instructions to your home address.

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