

Benefit Options at Termination Guide

For Employees Who Work in Puerto Rico

February 2025

Important Notice of Summarized Information

This summary outlines the features of the benefit plan available to eligible employees. While we have attempted to describe the benefits as accurately as possible, due to the relatively brief nature of this summary and the complexity of the plans that govern these benefits, some details may not be described or may be described only briefly. Consequently, any conflicts between this summary and the actual legal plan document will be controlled by the terms of the legal plan document, not this summary. Likewise, any confusion about the plans that arise from reading this summary should be resolved by referring to the actual legal plan document. Battelle reserves the right to amend the plans at its discretion.

Table of Contents

Benefit Options at Termination	2
Benefit Options.....	2
COBRA	2
Medical, Dental and Vision Insurance	3
Disability.....	3
Employee Assistance Program (EAP)	3
Group Accident Insurance	3
Group Life Insurance.....	4
Legal Benefits Plan	4
Vacation	4
Sick Leave	4
Floating Holidays.....	5
Solver Points.....	5
Tax Forms.....	5
Contact Information	6

Benefit Options at Termination

Benefit Options

The following are your benefit options at the time of your termination of employment with Battelle.

Coverage for Short-Term Disability, Legal Benefits Plan and Business Travel Accident Insurance ends on the date of termination.

All other insurance coverage continues until the end of the month in which you terminate.

Example: If an employee terminates employment on May 3, insurance coverage ends May 31. If an employee terminates employment May 31, insurance coverage ends May 31.

Your termination date is your last day worked.

COBRA

Coverage for the below plans will cease at the end of the month in which you terminate. However, you can elect continuation of coverage for up to 18 months through a legally required option—COBRA.

- Medical/Prescription
- Vision
- Dental
- Employee Assistance Program (EAP)

If you are considering maintaining coverage through COBRA, please review the following:

- You will be sent a COBRA notification and a *COBRA Continuation Coverage Election Form*, which will contain detailed information regarding your coverage options through COBRA. This information will be mailed to your home address as listed in SuccessFactors approximately two weeks after your active coverage ends. You can either complete and return the election form to Businessolver, Battelle's COBRA administrator, or enroll at www.benefitsolver.com (company key: **Battelle**). If you prefer electronic communication or do not want to wait for the mail, you can contact bcobenefits@battelle.org to request the notice be forwarded to you to complete your enrollment.
- **You have 60 days from the later of the end of the month of your termination date or the date you receive the COBRA notification from Businessolver to enroll in COBRA.** If you choose to submit your *COBRA Continuation Coverage Election Form* by mail, it must be postmarked no later than 60 days from the later of the end of the month of your termination date or the date you receive the COBRA notification from Businessolver.
- **If you do not submit your completed *COBRA Continuation Coverage Election Form* or complete your online enrollment by the deadline, you will forfeit your right to elect to continue coverage through COBRA.**
- Under COBRA, your premium will be 102% of the full contribution (your share plus Battelle's share plus a 2% administrative fee). Contribution rates are subject to change annually.
- At the time of termination, you may elect to continue your current level of coverage, a lower level of coverage, or individual coverage for yourself or a dependent you maintained coverage for as an active employee.

- If you elect to continue coverage through COBRA, you will remit your premium payments to Businessolver. You have 45 days from the date you elect coverage to bring your premiums current. If you do not make your first payment for COBRA coverage in full within 45 days after the date of your election, you will lose all COBRA rights under the Plan.
- After your first payment, subsequent payments are due to Businessolver by the first day of each month of coverage. You will have a grace period of 30 days from the due date. If Businessolver does not receive your payment within 30 days from the due date, coverage will automatically be cancelled.
- You will have the option to pay using automatic bank draft, check, or money order. Automatic bank draft is the preferred payment method. If you pay using automatic bank draft, the premium will be taken from your bank account on the fifth of each month. If you pay using check or money order, each payment must be postmarked on or before the end of the 30-day grace period.
- Businessolver does not mail paper monthly account statements. In order for you to receive a monthly account statement, you will need to add your personal email address to the Businessolver website so that you can receive the statement via email.
- If you or your spouse are Medicare-eligible, electing COBRA continuation coverage may impact your Medicare coverage. If you or your spouse are Medicare-eligible, your COBRA continuation coverage will pay as if Medicare is your primary insurance, and you will be responsible for that portion of your medical claims **even if you are not enrolled in Medicare**. In addition, you or your spouse may be subject to a Medicare premium penalty if you fail to enroll in Medicare when eligible. COBRA continuation coverage is not active employer coverage.

Medical, Dental and Vision Insurance

If you maintained medical, dental, and/or vision coverage as an active employee, you are eligible to continue coverage through COBRA. You can enroll for coverage after termination by completing your *COBRA Continuation Coverage Election Form* as described above.

Disability

Coverage for Short-Term Disability ends on the date of termination. Coverage for Long-Term disability ends at the end of the month in which you terminate. There is no option to continue coverage after termination.

Employee Assistance Program (EAP)

You will have access and be able to use the Employee Assistance Program up to 90 days after your termination date. This benefit is provided free of charge.

You are also able to elect this benefit through COBRA and utilize the program free of charge for up to 18 months after your termination date.

Group Accident Insurance

You have 31 days from the end of the month in which you terminate to convert to an individual policy through Chubb Group of Insurance Companies with no proof of insurability required. If you choose to convert your coverage, contact the Benefits Office to request additional information.

Group Life Insurance

Basic Life Insurance

Your Basic Life Insurance coverage ceases at the end of the month in which you terminate. You have **31 days** from that date to convert to an individual whole life policy through Unum. Conversion means you are not required to provide evidence of good health—no medical examination is required.

If you choose to convert your coverage, contact Unum at 1.866.269.0978 to request conversion rates and a conversion form. Unum will need to be in receipt of the completed form by the end of the 31-day deadline.

Additional Life Insurance

If you have Additional Life Insurance coverage, coverage will cease at the end of the month in which you terminate. You may continue this coverage through Unum, up to a maximum of \$250,000, by filling out the *Application for Portability of Your Group Life Insurance Benefits Form*. Contact Unum at 1.866.269.0978 to request portability rates and a portability form. The deadline to request your coverage be ported is 31 calendar days from the end of the month of your termination.

If your Additional Life Insurance coverage is greater than \$250,000, the amount over \$250,000 is convertible to an individual whole life policy at the time of termination. You have 31 calendar days from the date coverage ends to convert to an individual whole life policy through Unum. If you wish to convert coverage, contact Unum at 1.866.269.0978 to request conversion rates and a conversion form.

Dependent Life Insurance

If you maintained Dependent Life Insurance Coverage for your spouse and/or child(ren) coverage will cease at the end of the month in which you terminate. You have 31 days from that date to convert to an individual whole life policy through Unum. Conversion means you are not required to provide evidence of good health—no medical examination is required.

If you choose to convert your dependent life coverage, contact Unum at 1.866.269.0978 to request conversion rates and a conversion form. The conversion will no longer be offered if you miss 31-day deadline.

Legal Benefits Plan

You may continue your Legal Benefits Plan coverage through LegalEASE. After your termination date, LegalEASE will send a letter with instructions on how to continue your coverage. Contact LegalEASE at 1.800.248.9000 with any questions.

Vacation

You will receive a lump sum payment for vacation hours not used as of your termination date. The payment will be automatically deposited within four weeks following the week of termination. If you do not have direct deposit set up, the check will be mailed to your home address. The vacation payout is a supplemental payment and supplemental tax rates will apply. If you do not receive your vacation payout or have questions about the payment, contact Time and Labor at etmaster@battelle.org.

Sick Leave

Sick leave hours not used as of your termination date will be forfeited and will not be paid out.

Floating Holidays

Employees who receive a floating holiday due to being on a compressed work week must use their floating holiday before their termination date. Any floating holiday not used before termination will be forfeited and will not be paid out unless required by law.

Solver Points

You can log onto <https://battelle.werecognize.com/login> for up to 30 days after your termination date to redeem your points from the rewards catalog. If you have any issues or questions, contact Halo Recognition at 1.888.598.4455 or via email at totalvisionrecognition@mcfina.com.

Tax Forms

The IRS requires employers to report wage, salary and health care coverage information for employees on several different forms provided to assist you in preparing your tax return.

Form W-2 (Wage and Salary Information)

W-2 wage and salary information is distributed by January 31 each year. If you have signed up to receive an electronic W-2, you can access your W-2 by visiting the Dayforce website at <https://www.dayforcehcm.com/mydayforce/login.aspx> or by using the Dayforce app. You will be able to see earnings statements and tax forms. To register for access, enter your employee number as your username and enter your birth year plus the word "Login" as your temporary password (example: BirthYearLogin = 1990Login). Once you have logged on, you will be prompted to reset your password.

If you have not signed up to receive an electronic W-2, you will receive your form through the mail. Contact Payroll at bcopayroll@battelle.org or 1.614.424.7143 in mid-February if you have not received your paper W-2.

Form 1095-C (Health Care Coverage Information)

If you participated in a Battelle-sponsored medical plan, you will receive a Form 1095-C. Businessolver is Battelle's benefits portal partner (My Benefits) and will prepare your 1095-C. You will receive an email notice from Businessolver (benefits@battelle.org) in early March, when your 1095-C is available to download. If you did not provide consent for electronic distribution of your 1095-C, a paper copy will be mailed to your home address. If you do not receive your 1095-C by late-March, contact Battelle Benefits at bcobenefits@battelle.org or 1.614.424.6350.

Please note, if your 1095-C is not yet available or you have not received your 1095-C when you are ready to file your tax return, you do not need to wait for the form and can file your return as you normally would. While the information on the form may assist in preparing your return, you do not file the form with it. Instead, the Form 1095-C is to be kept in your records with your other important tax documents.

Contact Information

Contacts		
Battelle Benefits	Email: bcobenefits@battelle.org	1.614.424.6350
Battelle Human Resources	Email: humanresources@battelle.org Battelle Offboarding Site: https://www.battelle.org/site/employee-offboarding	1.614.424.5000
Battelle Payroll	Email: bcopayroll@battelle.org	1.614.424.7143
Businessolver (COBRA Administrator)	Website: www.benefitsolver.com (company key: Battelle)	1.833.929.1106
Chubb (Group Accident)	Contact Battelle Benefits Email: bcobenefits@battelle.org	1.614.424.6350
GuidanceResources (EAP)	Website: www.guidanceresources.com	1.844.846.0531
LegalEASE (Legal Plan)	Website: www.legaleaseplan.com/battelle	1.800.248.9000
The Work Number (Employment Verification)	Website: www.theworknumber.com	1.800.367.5690
Triple S Salud (Medical, Dental, Pediatric Vision, Prescription)	Website: www.ssspr.com	1.800.981.3241
Unum (Life Insurance)	Contact Unum by phone	1. 866.269.0978
VSP Vision	Website: www.vsp.com	1.800.877.7195