

**School Year 2009-2010**  
**End of Year Resignation and/or Retirement Insurance Process**

On all insurance policies your coverage will cease on the last day of the calendar month in which your Active Service ends. If you resign at the end of your employment contract and/or school year commitment, your Active Service will end August 31<sup>st</sup>. Insurance will therefore end on August 31<sup>st</sup>. (per HB973).

**Those receiving a final check in June:** Health coverage will continue through August 31, 2010, any final premiums owed will be taken out of the final check. If you wish to terminate your insurance benefits effective June 30, 2010 you may do so by contacting the Benefits Office. (see attached form).

**Those receiving a final check in August:** Health coverage will continue through August 31, 2010. Final premiums will be taken out of your July paycheck. Only payments for Medical Spending Accounts, Dependent Care Accounts and Aetna LTC will be taken out of the August paycheck.

Participants in the Medical Spending and Dependent Care Accounts must utilize their account funds by August 31, 2010. All participants have a 90-day grace period to submit receipts (deadline: November 30, 2010).