

End of Year Resignation and/or Retirement Insurance Process

All insurance policies and 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 31st. Medical insurance benefits will therefore end on August 31st (as per HB973) unless, otherwise specified on the Retirement Resignation Form.

Those receiving a final check in June or July:

Your active employee health coverage will automatically continue through August 31, any final premiums owed will be taken out of the final check. If you wish to terminate your insurance benefits effective June 30th or July 31st, you may do so by completing the Retirement Resignation Form and indicating the month in which your benefits should be terminated. A copy of the completed form must be submitted to the Benefits Department by May 13th.

If you participate in a Medical Spending Account and your employment with SWISD ends June 30th or July 31st (if account funds have not been utilized), you may still file claims for dates of service that were incurred within your employment period. Participants have a 90 day grace period after their resignation date to submit a claim.

Those receiving a final check in August:

Your active employee health coverage will automatically continue through August 31. Final premiums will be taken out of your July paycheck. Only payments for Medical Spending Accounts, Dependent Care Accounts and Annuity payments will be taken out of your final paycheck in August.

Participants in the Medical Spending and Dependent Care Accounts must utilize their account funds by August 31st. After the plan year has ended (August), participants have a 90 day grace period to submit receipts for reimbursement

Note: *Your spending account debit card becomes inactive on the last day of the month in which your Employment ends.*