



# When You Leave

County of Henrico  
Department of Human Resources  
P.O. Box 90775  
Henrico, VA 23273-0775

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## **Health & Dental Coverage**

Health & dental coverage ceases on the last day of the month in which your employment ends.

Deductions for coverage are taken in the current month. Premiums must be paid for the entire month to be covered in your final month of employment. Through COBRA you may continue the same group coverage for yourself and your covered dependents for up to 18 months by paying the entire monthly cost plus a 2% administrative fee. Information about continuation coverage (COBRA) is sent to you upon termination.

## **Flexible Spending Accounts (FSAs)**

You may be reimbursed only for eligible expenses incurred on or before your termination date. You will have until March 31 of the following calendar year to submit claims for reimbursement.

Through COBRA you may continue your health care FSA participation through the end of the calendar year in which you separate. To do so, you must make your contributions on an after-tax basis each month, including an additional 2% administrative fee. Information about electing continuation of health care FSAs (COBRA) is sent to you upon termination.

## **Short Term Income Protection (STIP)**

Short Term Income Protection will cease effective the last day of employment.

## **Virginia Retirement System (VRS)**

When you leave Henrico County employment, you have the option of leaving your accumulated VRS contribution account with VRS, transferring your contributions into another retirement plan, or taking a refund of contributions if allowed by the plan.

If you leave retirement contributions in VRS, you retain the service credit that was earned as an employee. This credit can be added to any future service credit with a VRS-covered employer. If you are going to work for another VRS participating employer, your VRS membership will transfer to your new employer.

If you are currently disabled, you have 90 days from the date of your termination to apply for VRS disability retirement. Contact VRS directly at [www.varetire.org](http://www.varetire.org) or contact the Human Resources Benefits Division for more information.

## **Life Insurance**

Your basic group life insurance ends 31 days after the end of the month in which your employment ends. Basic life insurance coverage may be converted to an individual policy if application is made within the same 31-day period. Accidental Death and Dismemberment coverage ends on your last day of employment and may not be converted to an individual policy. For more information, contact VRS at [www.varetire.org](http://www.varetire.org) or call (888) 827-3847.

Optional group life insurance also ends 31 days after the end of the month in which your employment ends. You may convert your optional group coverage to an individual policy within the same 31-day period. If you go to work for another VRS participating employer within 30 days, you must elect optional life insurance coverage with your new employer within 31 days of hire for guaranteed optional life coverage. For more information, call (800) 441-2258.

### **Deferred Compensation**

If you participated in the deferred compensation program, you have the option of withdrawing your account, retaining your account, or rolling your account into an IRA, 403(b), 401 or other government 457 plan. Contact Empower Retirement for forms to withdraw or rollover your account.

### **Annual/Holiday Leave**

Your accrued annual and holiday leave will be paid to you on the payroll following your final pay. If you do not receive it, please contact your former department. If you are in your probationary period you will not be paid for your accrued holiday leave.

### **Sick Leave**

You are eligible for a benefit payment based on accumulated sick leave if you retire under VRS, as described in Policies & Procedures.

### **Compensatory Leave**

Accumulated compensatory leave is not paid at termination of employment.

### **W-2 Forms**

Your W-2 form reporting wages for the preceding year will be mailed to you by January 31 from the Finance Department. Send any address changes along with your Social Security number to Payroll Supervisor, Finance Department, County of Henrico, P. O. Box 90775, Henrico, VA 23273-0775; phone: (804) 501-4224.

### **Exit Resources**

For additional resources, call the Employee Relations Division at (804) 501-5321. If you have benefit-related questions, please call the Benefits Division at (804) 501-7371

### **Employment Verification**

Requests for employment verification should be sent to: Department of Human Resources, County of Henrico, P. O. Box 90775, Henrico, VA 23273-0775.

You signed authorization is required before any salary information is released. For more information contact (804) 501-5078.

## **Important Contact Information**

Department of Human Resources	804-501-4628	<a href="http://www.henrico.us/hr">www.henrico.us/hr</a>
HR Benefits Division	804-501-7371	
Anthem HealthKeepers	1-833-630-6742	<a href="http://www.anthem.com">www.anthem.com</a>
Delta Dental Plans of Virginia	800-237-6060	<a href="http://www.deltadentalva.com">www.deltadentalva.com</a>
MetLife Short Term Disability (STIP)	888-608-6665	<a href="http://www.mybenefits.metlife.com">www.mybenefits.metlife.com</a>
Navia Benefits Solutions (FSA)	800-669-3539	<a href="http://www.naviabenefits.com">www.naviabenefits.com</a>
COBRA	804-501-4355	
Empower – Deferred Compensation	800-262-3862	<a href="http://www.empower-retirement.com">www.empower-retirement.com</a>
ICMA-RC – Hybrid Plan	855-291-2285	<a href="http://www.icmarc.org">www.icmarc.org</a>
Securian Financial Insurance Company	800-441-2258	<a href="http://www.lifebenefits.com">www.lifebenefits.com</a>
Virginia Retirement System (VRS)	888-827-3847	<a href="http://www.varetire.org">www.varetire.org</a>
Employee Relations	804-501-5231	
Henrico Federal Credit Union	804-266-0290	<a href="http://www.henricofcu.org">www.henricofcu.org</a>
Henrico Finance Payroll Division	804-501-4224	