



Leaving Rice University

Health & Welfare Benefits

- **COBRA:** If you are currently enrolled in Rice's medical, dental, or vision plan(s), your coverage will end on the last day of the month in which you terminate employment. If you are enrolled in Rice's medical, dental, or vision plan(s), a COBRA enrollment packet with an option to extend any applicable benefit coverage will be mailed to your home address on file at Rice. You may update your address in Esther. For questions about the COBRA packet, contact Wage Works at 1 877-502-6272. If you have not received your COBRA packet within 2 weeks after your termination date, contact Rice's Benefits office at benefits@rice.edu or 713-348-2363.
- **Long Term Care (LTC):** This benefit has the option of continuation. If you wish to continue this coverage you need to request the LTC continuation form within 30 days of your termination. You may request this form through the Benefits office.
- **Group & Supplemental Life Insurance:** This coverage has the option for conversion or portability to individual policies in most cases. You must request the applicable forms from the Benefits office no later than 30 days from the date your benefits end.
- **Accidental Death & Dismemberment (AD&D):** This coverage has portability option to an individual policy. You must request the applicable form from the Benefits office no later than 30 days from the date your benefits end.
- **WageWorks Flexible Spending Account:** Any funds in a flexible medical spending account must be used by the last day of the month in which you terminate employment. Your WageWorks card will stop working as of your termination date. You have 120 days after coverage ends to submit file a claim if you pay out of pocket.
- **Aetna:** 1-800-905-7670
- **Express Scripts Rx:** 1-800-922-1557

Rice Retirement Plan

- **401(a) Rice Retirement Plan:** If you have completed one year of benefits-eligible service, you are fully vested and may contact TIAA or Fidelity directly to discuss your options regarding the funds. (TIAA: www.tiaa.org or 800-842-2776; Fidelity: www.netbenefits.fidelity.com or 800-642-7131)
- **403(b) Rice Retirement Plan:** This is an optional retirement account that employees can choose to enroll and self-fund. If you enrolled, contact TIAA or Fidelity directly to discuss your options regarding these funds.
- **Rice Retiree:** If you qualify as a Rice retiree, in accordance with the Rice University Human Resources Policy No. 422, please contact the following offices:
 - **Benefits:** to discuss and enroll in retiree health benefits, if desired. (benefits@rice.edu / 713-348-2363)
 - **Parking:** to enroll in Rice retiree parking (parking@rice.edu / 713-348-7275)
 - **RUPD:** to obtain a Rice retiree ID card (713-348-6000)To learn more about Rice's Retiree definition and benefits, please visit: <http://people.rice.edu/benefits-rewards/retirement/rice-retiree-benefits/>

Other Items

- **Esther:** You maintain access to Esther after your employment ends. You can update your address and contact information, view previous Rice pay stubs, and obtain your tax forms. Keep your Esther login information in a safe and secure location. If you forget your login information, you can contact Human Resources at people@rice.edu or 713-348-2232 to reset your account.
- **Paid Time Off (PTO):** In accordance with Rice policy 405, the payout of unused PTO to a staff member (other than a postdoctoral associate) with at least six months of continuous benefits-eligible service who terminates from Rice for any reason, will be no more than one year's accumulation based on FTE and years of service.

For additional questions, please contact the Human Resources office at people@rice.edu or 713-348-2232.