



## General Separation Information

### **Benefits under the Company 401 (k) Plan:**

If you are a participant in the Company's 401(k) Savings Plan (the "401(k) Plan"), your benefits under the 401(k) Plan will be based on your contributions and Company matching contributions to the 401(k) Plan, your service with the Company and/or its affiliates under the terms of the 401(k) Plan, and the investment experience of your account under the 401(k) Plan. Vesting will be in accordance with the 401(k) Plan. For more information about your rights and benefits under the 401(k) Plan, please refer to the Summary Plan Description for the 401(k) Plan. Employees are encouraged to contact Empower Retirement at 800-338-4015 or [www.empowermyretirement.com](http://www.empowermyretirement.com) regarding specifics on their individual 401k account.

### **Medical, Vision and Dental Insurance:**

Your participation in the Company's medical, vision and dental insurance will continue through the end of the month in which your employment ends unless otherwise specified in your separation agreement. Any remaining premiums for the month in which your employment ends will be withheld from your final paycheck. Your rights under the Consolidated Omnibus Budget Reconciliation Act ("COBRA") will allow you and/or your dependents to continue medical, vision and/or dental insurance through the company's group insurance as of the first day of the month following your termination date, for up to 18 months from that date. You will receive additional information regarding your COBRA rights to you and/or your dependents within 44 days from the date your coverage ends as an employee from WEX Health Inc. In the interim, if you have any questions, please contact the Human Resources Department at 248-824-6395.

### **Other Insurance:**

Any other insurance coverage that you have through the Company will end as of the last day of your employment with the Company. If you would like information about porting or converting your life insurance or if you have any questions about this notice you should contact Human Resources at 248-824-6395. Your disability insurance coverage will end as of the last day of your employment with the Company.

**Company Flexible Spending:**

Your participation in the Flexible Spending program will discontinue on your last day of employment with the Company. You may submit claims for services incurred prior to your termination date for up to 90 days past your termination date. You may submit claims for services incurred after your termination date, if you elect to continue your participation in the Flexible Spending program and make monthly payments through the end of the calendar year. Contact WEX at 1-866-451-3399 or [www.wexinc.com](http://www.wexinc.com) for more details.

**Company owned equipment:**

Any company owned equipment including but not limited to keys, credit cards, tools, uniforms, tablets, cellular phones, laptops, and any other equipment, are to be returned to the company upon separation. These items may be turned into your local office, or you may be provided with packing materials and a shipping label, at the company's expense, to ship your materials back to our corporate headquarters. Please notify your manager of your preferred method of return.

**Contact Information:**

Please verify that your mailing address, personal email, and phone number are correct in ADP Vantage. If you move prior to January 31st of next year, please update your information via ADP Vantage ([www.myadp.com](http://www.myadp.com)).

Paystubs, W-2, and employment information is accessible via ADP Vantage ([www.myadp.com](http://www.myadp.com)). Please ensure that your correct personal email address is listed within the Personal Information tab of ADP Vantage. The Human Resources Department will provide a Personal Registration Code to your personal email addresses to access ADP Vantage.

**Unemployment and References:**

Upon separation, employees may be eligible for unemployment compensation by filing a claim at your local Job Service office.

It is HarmonyCares' policy not to provide references; however, The Work Number will provide employment verifications. Please direct all references and employment verifications to:

**The Work Number: [www.theworknumber.com](http://www.theworknumber.com) or**

**866-604-6572 Employer Code: 4636003**