

1601 West Beltline Highway
Madison, WI 53713-2386
Telephone: 608/271-1601



Mailing Address:
P.O. Box 259566
Madison, WI 53725-9566

MEMORANDUM

TO: Separated Employee
FROM: Vikki Brueggeman, Human Resources
RE: Benefit Transition Information

This memo provides you with valuable information regarding any benefits you may have enrolled in as a Zimbrick employee.

Termination of Benefits

If you enrolled in any of the following benefits, they will terminate as of the date indicated below:

Benefit	What are my options?	When does it end?
Zimbrick Health Plan Delta Dental, Vision	You will be given the option to continue coverage under COBRA	On the last day of the month in which your separation occurs*
Cafeteria Plan	You will be given the option to continue coverage under COBRA	On the date of separation (last day worked)
Unum	May be able to convert to individual coverage	
Profit Sharing & 401(k) Plan	Depends on the vested balance in your account (see below for details)	
Employee Assistance Program (EAP)	Automatically continues	Continues through the end of the year in which you terminate.

* If your termination date is the last day of the month, the above benefits will terminate on that day. (Example: If your termination date is April 1, the above benefits will terminate on April 30. If your termination date is April 30, the above benefits terminate on April 30.)

Under normal circumstances, benefit deductions will be taken out of your final paycheck. Zimbrick will notify all applicable benefit vendors of your separation date.

Accounts Receivable Balances

All outstanding accounts receivable balances will be deducted from your final paycheck in accordance with the agreement you completed at the time the expense was incurred.

COBRA Continuation

Your group health, dental and medical reimbursement account can be continued under COBRA. Our third party administrator for COBRA is COBRAServ. Shortly after your separation date, COBRAServ will send a letter to your home address notifying you of your COBRA continuation rights. The letter will explain the details on participation, pricing information and where to send your payments. If you have any questions, you may contact COBRAServ at 800-877-7994.

Employee Address Changes

Please keep the Zimbrick Payroll and Human Resource Departments informed of any changes in your permanent address. This will ensure that you receive your final paycheck, year-end W-2 wage statement and any Profit Sharing statements in a timely manner.

Profit Sharing and 401(k) Plan

Diversified Investment Advisors will send you distribution/rollover information. A letter outlining the details and special tax consequence notices will be sent to your home address along with the necessary forms to execute a distribution or rollover.

For Vested Balances	What are my options?
< \$1000	Take a distribution or rollover funds. If no response to Diversified within 60 calendar days from the date of the letter amount will be distributed at end of next calendar quarter.
> \$1000 but < \$5,000	Take a distribution or rollover funds. If no response to Diversified within 60 calendar days from the date of the letter amount will rollover to an IRA account.
> \$5,000	Take a distribution, rollover funds or leave funds in the plan.

Term Life, AD&D, Short Term Disability and Voluntary Life Coverage

There are several circumstances where separated employees can convert both their Group Term Life and Voluntary Life insurance to individual coverage. You have thirty-one (31) days after coverage ends to convert to an individual life insurance policy. Please contact Human Resources for more information.

Uniforms

All uniforms must be returned to your manager prior to receiving your final paycheck.

Vacation Payout

Any remaining accrued, but unused vacation time will be paid out in the paycheck immediately following receipt of the completed termination form by the Payroll Department.

If you have any questions, please contact your Office Manager or the Human Resource Department at (608) 230-0941 (Kristine Fredricksen) or (608) 230-0940 (Vikki Brueggeman).