



# Exit Benefits Summary

The following is important information regarding what happens with your benefits when you leave the company.

Please review each section carefully.

	Benefit	Description
HEALTH CARE	<b>Medical</b> <b>Prescription Drug</b> <b>Dental</b> <b>Vision</b>	<p><b><u>All benefits will end on the last day of your employment.</u></b></p> <p>After that time, you and/or your dependents may be eligible to continue your medical, dental and vision benefits under the provisions of COBRA.</p> <p>COBRA benefit instructions will be mailed to you within 30 days of your last day worked.</p> <p>If you have any questions, please contact the <b>My Choice</b> Service Center at 844-315-3794. Representatives are available to assist you between <b>8:00 a.m. and 8:00 p.m. Eastern time, Monday through Friday.</b></p>
	<b>Health Savings Account (HSA)</b>	<p>If you were enrolled and contributing to Health Savings Account, your contributions will end on the last day of your employment.</p> <p>If you have questions about your account, please contact Bank of America</p> <ul style="list-style-type: none"> <li>○ Phone: 800-615-0322</li> <li>○ Online: <a href="http://myhealth.bankofamerica.com">myhealth.bankofamerica.com</a></li> </ul>
FSA	<b>Healthcare or Dependent Care Flexible Spending Account</b>	<p>If you were enrolled and contributing to a Healthcare or Dependent Care Flexible Spending Accounts your contributions will end on the last day of your employment.</p> <p>If you have any questions, please contact the <b>My Choice</b> Service Center at 844-315-3794. Representatives are available to assist you between <b>8:00 a.m. and 8:00 p.m. Eastern time, Monday through Friday.</b></p>
LIFE & DISABILITY	<b>Short-term &amp; Long-term Disability</b>	<p>If you were a participant in the Safelite® Group Short-Term and/or Long-Term Disability insurance, your coverage will end at midnight of your last day worked. There is no continuation of coverage.</p>
	<b>Group Life Insurance</b>	<p>If you were a participant in the Safelite® Group Life insurance plans, your coverage will end midnight of your last day worked. There are two options under which you can continue your coverage – Portability and Conversion. If you are interested in either one of these options, please contact Prudential <u>within 31 days</u> of your last day of active employment.</p> <p>Information about converting or porting your plans is located on <a href="http://www.Safelitebenefits.com">www.Safelitebenefits.com</a></p> <p><i>Health or Wealth page, Life &amp; Disability section &gt; Converting and porting your group life insurance</i></p> <p>If you have any questions, please contact Prudential 800-524-0542</p>

	Benefit	Description
RETIREMENT	<b>401K Retirement Savings Plan</b>	<p>If you were a participant in the 401k plan, you will automatically receive a termination kit from Vanguard® after your termination status has been updated in the Vanguard® system. If you have an outstanding loan, you can discuss your loan payment options with Vanguard. <b><u>If you do nothing and you are in one of the following situations:</u></b></p> <ul style="list-style-type: none"> <li>Your vested account balance is <i>less</i> than \$1000, you will receive a check made payable to you.</li> <li>Your vested account balance is <i>greater</i> than \$1000 and <i>less</i> than \$5000, your account balance will rollover into a Vanguard IRA.</li> <li>Your vested account balance is <i>over</i> than \$5000, your funds will remain in the Safelite plan with Vanguard until you initiate a distribution.</li> </ul> <p>If you have any questions, please call Vanguard at 888-523-1188 or visit <a href="http://www.vanguard.com/retirementplans">www.vanguard.com/retirementplans</a>; Our plan number is 094527</p>
OTHER BENEFITS	<b>Paid Time Off (PTO)</b>	You will be paid for accrued but unused PTO as soon as administratively possible.
	<b>SupportLinc (EAP)</b>	<p>You are able to continue to utilize SupportLinc and their services for up to 30 days after your last day of employment</p> <p>To access SupportLinc, call 888-897-LINC (5462) or visit: <a href="https://safelite.mysupportportal.com/">https://safelite.mysupportportal.com/</a></p>
	<b>ADP</b>	<p>You will continue to have access to ADP so that you can view pay statements and W2's.</p> <p><a href="https://adpvantage.adp.com">https://adpvantage.adp.com</a></p>
	<b>Workday</b>	You will lose access to Workday upon your status change to terminated.
	<b>Employment Verification</b>	<p>If a company or agency is asking for your termination letter or your employment information, you can pull this data up online at <a href="http://www.theworknumber.com">www.theworknumber.com</a></p> <p>Employer Code: 18441</p> <p>If you have any questions, please contact The Work Number at 800-996-7566.</p>