**TRANSFERRING FAQS**

**Will my vacation and sick time transfer?**

This will be determined by both your supervisor at UNLV and your future supervisor at your new agency. Confer with both departments to verify. Please remember that a break in service will prevent leave from being transferred. Generally, leave will be transferred as indicated below:

- Transfer to a new department within UNLV or to another NSHE Institution
  - Classified to Classified
    - All leave will transfer
  - Administrative Professional to Administrative Professional
    - All leave will transfer
  - Classified to Administrative Professional
    - If you have 240 sick hours or less, it will be increased to 240 with no accrual for 1 year
    - Annual leave will remain the same, but will accrue at 16 hours per month
  - Administrative to Classified
    - Leave will be recomputed as a Classified employee
- Transfer to another state agency
  - Leave will need to be discussed with both departments

**Will my retirement transfer?**

If you are retaining your classification, e.g. Classified to Classified or Administrative to Administrative, and remaining in a state agency, yes. If you are changing from Classified to Administrative, you will remain on PERS unless there is a break in service and you cash out your retirement. If you are changing from Administrative to Classified, you will be changed over to PERS.

**Will my healthcare continue?**

Yes, unless there is a break in service that extends through the first of the month.

**When will I receive my last paycheck from UNLV?**

On your regularly scheduled paydate.

**Can I continue my Grant in Aid?**
If you are remaining within NSHE, your benefit will remain the same. If you leave NSHE, the following will apply:

- **Administrative/Professional**

You may continue using it through the current semester.

- **Classified**

You will need to discuss the terms with your new employer.

**SEPARATING FAQS**

**Will I be paid for my unused annual time off?**

**Administrative Faculty/Professional**

Administrative/Professional employees on an “A” contract are entitled to a payout of your accrued annual (vacation) days up to 48 days unless your appointing authority has directed you in writing to exhaust your leave prior to your last day. Administrative/Professional employees are not paid for any unused sick leave when separating employment.

**Classified**

Classified employees who have completed six months of continuous service are entitled to a payment of any unused vacation days when they separate from state service. Classified employees who separate from the university with 10 years of service are eligible to receive a payout of any unused sick leave in excess of 30 days (240 hours) based on years of service as follows:

- 10 years but less than 15, not more than $2,500
- 15 years but less than 20, not more than $4,000
- 20 years but less than 25, not more than $6,000
- 25 years or more, not more than $8,000

**Academic Faculty**

Academic Faculty on 9 month contracts do not accrue any leave and would not be eligible for any payout.

**Postdocs**

Postdocs will forfeit any annual leave accrued.

**When will I receive my final paycheck?**
If you do not have any outstanding debts to the university, your final check will be direct deposited into your account, unless you are not signed up for direct deposit. If you have outstanding debts to the university, your final paycheck will be issued as a check and you will need to settle any outstanding debts before the check can be released.

**When will my healthcare coverage end?**

Through the last day of the month of your termination date. You may opt for COBRA coverage once your coverage ends. The rates are listed below.

**COBRA RATES JULY 1, 2019 TO JUNE 30, 2020**

<table>
<thead>
<tr>
<th></th>
<th>PPO</th>
<th>HMO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Employees</strong></td>
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<td></td>
</tr>
<tr>
<td>Participant</td>
<td>$631.44</td>
<td>$824.79</td>
</tr>
<tr>
<td>Participant + Spouse/DP</td>
<td>$1157.99</td>
<td>$1592.51</td>
</tr>
<tr>
<td>Participant + Child(ren)</td>
<td>$843.66</td>
<td>$1206.25</td>
</tr>
<tr>
<td>Participant + Family</td>
<td>$1370.23</td>
<td>$1973.97</td>
</tr>
</tbody>
</table>

**Will my voluntary insurance continue?**

You may convert or port certain policies upon your departure. Contact the specific providers for further information.

**Do I need to cash out my retirement?**

**Administrative/Professional**

No, you may keep the funds with TIAA.

**Classified**

No, you may keep the funds with PERS and retain your years of service.

**Postdocs and Medical Residents**

No, you may keep the funds with TIAA.

**Part-Time Instructors, Part-Time Letter of Appointment, Seasonal, Temporary, and Casual Employees**

No, you may keep the funds with VOYA.
Can I continue my Grant in Aid if I separate prior to the last day of the semester?

Administrative/Professional

You may continue using it through the current semester.

Classified

You would be required to repay the cost of classes.

Can I still access Workday?

Yes, but you will need to have a personal email address entered in Workday prior to your departure. You can do this by clicking on the blue cloud in the upper right corner and select ‘View Profile’. Select ‘Actions>Personal Data>Change Contact Information and complete prompts. To access Workday, you will use your employee ID number without the leading zeros to request a temporary password and use the link https://www.myworkday.com/nshe/d/home.html.

How long can I stay on COBRA?

Normally you can stay on COBRA coverage for 18 months.

RETIRING FAQS

I am under 65 but would like to retire. Will I be able to continue my PEBP insurance?

Yes, if you have been employed with NSHE for 5 years or more and begin taking a retirement distribution, you may continue on the plan for a cost.

Do I have to take a distribution once I retire?

Yes. If you contributed to the RPA, you must take a minimum of $200 per year. If you contributed to PERS, you must begin collecting your retirement.

If I go on Medicare and my dependent is not eligible, can my dependent remain on the PEBP plan?

Yes, your dependent can remain on the plan.
**What medical benefits will I receive if I go on Medicare?**

You will be given a monthly HRA stipend which can be used to purchase supplemental Medicare products through VIA Benefits.

**Do I need to remain on Medicare Part A and B to receive the stipend?**

Yes.

**I contributed to Social Security with my former employer. Since I am no longer contributing to Social Security, will I still receive a benefit?**

You may see a reduction in the benefit if you are receiving a retirement income from a University retirement plan. This reduction is called the Windfall Elimination Provision (WEP). The WEP will reduce your Social Security benefit, but will not eliminate it. The Social Security Administration set a cap on the amount of the WEP reduction based on your total years of substantial earnings under Social Security. You will receive the maximum reduction if you have 20 years or less of substantial earnings under Social Security. You may not be subject under the WEP if you have 30 years or more of substantial earnings under Social Security; or you were eligible to receive a retirement income from a University Retirement Plan before 1985 even if you were still working.

**Can I continue my Grant in Aid?**

**Administrative/Professional**

You may continue using it through the current semester.

**Classified**

You would be required to repay the cost of classes.

**Can I still access Workday?**

Yes, but you will need to have a personal email address entered in Workday prior to your departure. You will use your employee ID number without the leading zeros to request a temporary password and use this link: [https://www.myworkday.com/nshe/d/home.html](https://www.myworkday.com/nshe/d/home.html).