



When do my insurance benefits end?

That depends on two things:

- What type of employee am I? and
- What will be my last day of work?

I AM A SCHOOL BASED EMPLOYEE:

TE Unit, EA Unit, Food Service Unit, Security Assistants, SEE Unit (9/10 mos.)

I am resigning/retiring on the last day of my school year:

Health Insurance Ends	8/31
Dental Insurance Ends	8/31
Vision Insurance Ends	8/31
Flex Spending Ends	6/30 (claims for services prior to 7/1 due w/in 90 days)
Long Term Care Ends	6/30
Life Insurance Ends	Last day worked
Long Term Disability End	Last day worked

I am resigning/retiring any other time of the year:

Health Insurance Ends	At the end of the month of your last day worked
Dental Insurance Ends	At the end of the month of your last day worked
Vision Insurance Ends	At the end of the month of your last day worked
Flex Spending Ends	At the end of the month of your last day worked (claims due w/in 90 days)
Long Term Care Ends	At the end of the month of your last day worked
Life Insurance Ends	Last day worked
Long Term Disability End	Last day worked

I AM A LONG TERM EXTENDED SUB TEACHER:

(Qualifying Sub Positions of at least one complete and contiguous semester)

I am Resigning at the End of the School Year:

Health Insurance Ends	7/31
Dental Insurance Ends	7/31
Vision Insurance Ends	7/31
Flex Spending Ends	6/30 (claims for services prior to 7/1 due w/in 90 days)
Long Term Care Ends	6/30
Life Insurance Ends	Last day worked
Long Term Disability End	Last day worked

I am Resigning any other time of the year:

Health Insurance Ends	At the end of the month of your last day worked
Dental Insurance Ends	At the end of the month of your last day worked
Vision Insurance Ends	At the end of the month of your last day worked
Flex Spending Ends	At the end of the month of your last day worked (claims due w/in 90 days)
Long Term Care Ends	At the end of the month of your last day worked
Life Insurance Ends	Last day worked
Long Term Disability End	Last day worked



I A YEAR ROUND EMPLOYEE:

CU Unit, PR/PR-I, ADMIN, NUC, TRADES, SEE (12 mo.)

Regardless of when I resign/retire:

Health Insurance Ends	At the end of the month of your last day worked
Dental Insurance Ends	At the end of the month of your last day worked
Vision Insurance Ends	At the end of the month of your last day worked
Flex Spending Ends	At the end of the month of your last day worked (claims due w/in 90 days)
Long Term Care Ends	At the end of the month of your last day worked
Life Insurance Ends	Last day worked
Short & Long Term Disability End	Last day worked

Exiting Employee Checklist

ALL EMPLOYEES MUST:

Complete Notice of Separation Online at <https://hr.madison.k12.wi.us/separation>

Notify Supervisor in writing/email (optional)

Update Address/Contact Information if moving

Return MMSD Property to Supervisor: (if applicable)

Cell Phone

Desk/File Keys

ID Badge

iPad

Laptop & Accessories

Office/Building Keys

P-Card

Parking Permit

Complete Exit Survey at → → → → <https://goo.gl/forms/bngoLycgklu0eDR73>