

THANK YOU

for your service with Cedars-Sinai.

We hope you've found your time at Cedars-Sinai valuable and rewarding.

This summary outlines what you need to know and do as you wrap up your Cedars-Sinai employment and prepare for your next job or next stage in life.

Feel free to print this document for taking notes and highlighting questions.

Questions? Get personal assistance from the **MBC HR Employee Benefits Help Desk**

Phone: 888-302-3941
 Monday-Friday 6 a.m.-5 p.m. (PT)
 (closed major holidays)
 Fax: 206-299-3158
 Email: MBC.cshs@milliman.com
 Web: Cedars-Sinai.MyBenefitChoice.com

Disponible también en español

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* **Note:** Some benefits are available only to executives, faculty and directors, as noted with an asterisk throughout this booklet.

LEAVING CEDARS-SINAI EMPLOYMENT CHECKLIST

You'll need to take care of the following administrative matters to complete your Cedars-Sinai employment and receive your final paycheck.

MANDATORY — ADMINISTRATIVE CHECKLIST

- **Turn in written notice** to your supervisor/department, preferably at least two weeks in advance (or for management, six weeks before your last day or the time frame stated in your Employment Services Agreement, if different).
- **Complete the check-out sheet** provided by your department management.
- **Return the check-out sheet** to your department management.
- **Update your address with Cedars-Sinai** by completing a change of contact information form from the Cedars-Sinai intranet.
 - Visit the HR Service Center online to download a copy of the Employee Address and Phone Change ePAF (near the bottom of the page).
 - The ePAF is a PDF form that requires Adobe Acrobat to correctly function, if you use Internet Explorer, Acrobat will be the default when you open the ePAF from the website.
 - Fill out the ePAF on your computer and click the “Electronic Submit” button within the form.
- **Update your address with Voya Financial** by contacting their customer service at 800-584-6001.

About your last paycheck

- VHT/Vacation account payout is included.
- Approved Leave Pay (ALP) banks are paid out upon leaving Cedars-Sinai if:
 - You are age 55 or older
 - You are laid off after 20 or more years of service (as of the date of layoff)
 - You are laid off and you are a past recipient of a President's Award, or
 - You die as an active employee (paid to your estate).
- * Executives, faculty members and directors are not eligible for Approved Leave Pay (ALP) bank payouts.
- Your 403(b) Plan (and 457(b) Plan*) contribution is the only benefit deducted from your final paycheck.
- Your department management can pick up your final paycheck from the Payroll Services Satellite Office (Ray Charles Cafeteria, Suite 1631C) between 4 p.m. and 4:30 p.m. on your last day, then either will give it to you in person or mail it to the address you specify. (This will be a hard copy check, not direct deposited by Cedars-Sinai.)

EMPLOYEE BENEFITS CHECKLIST

To continue or replace benefits, take the following actions within the time frames shown:

- **Two weeks before your last day, change your 403(b) Plan (and 457(b) Plan*) paycheck deferral.** If you want more, less or none of your last paycheck to be deferred, change your contribution at Cedars-Sinai.BeReady2Retire.com or by calling 800-584-6001.

- **Within 30–60 days of leaving, decide on and enroll for replacement health coverage.**

Source of Coverage	Enrollment Deadline
Spouse/Domestic Partner's employer plan	30 days
Silver Passport	30 days
COBRA	60 days
Health insurance marketplace	60 days

For more information, see the section starting on [page 6](#).

- **By the next Sept. 28, submit HealthFund/HRA and flexible spending account claims to:** tri-ad.com/fsa

For more information, see the sections beginning on [page 9](#).

- **Within 30 days of leaving, apply to continue or convert insurance.**

Basic life insurance	Auto and home insurance
Supplemental life insurance	Pet insurance
Executive, faculty and director insurance*	

For more information, click the links above (or see the [Table of Contents](#)).

* Available only to executives, faculty and directors.

RETIREMENT CONSIDERATIONS AND PREPARATION CHECKLIST

Visualize how you want your retirement to look:

- At what age do I want (or can I afford) to retire?
- What do I want to do during retirement?
- Where will my retirement income come from?
- Will I continue to work?
- How is my health and how long can I expect to live based on genes and family history?
- How will I pay for medical care?
- Where will I live?

Decide how you want your Cedars-Sinai retirement benefits paid:

- As a lump sum? (The DB Plan can be paid only as an annuity.)
- As a periodic payment/annuity? (The DC Plan can be paid only as a lump sum.)
- Do you want payments that continue to your spouse/domestic partner if you die first?

To find out more about 403(b) Plan, 457(b) Plan*, DB Plan and DC Plan payment options, see the sections starting on [page 21](#).

Confirm when you want to receive your benefits (and other sources of retirement income):

- Before age 65? Keep in mind this reduces monthly payments from the DB Plan and Social Security.
- After age 65? This may increase monthly payments from the DB Plan and Social Security.
- After you pay off your mortgage (or meet other financial goals)?
- Before or after you stop working? Even if you are still working at Cedars-Sinai, you may take money from the 403(b) Plan after age 59-1/2 and from the DC Plan and DB Plan after age 65.

Determine when you should enroll in Medicare Part A, Part B, etc. Read the section beginning on [page 28](#) for details. When you enroll is important because if you have a coverage gap, your Medicare premiums could be higher for the rest of your life.

Gather documentation for you and your spouse (or joint annuitant):

- Birth certificates (required for Cedars-Sinai benefits)
- Additional documentation (required for Social Security and Medicare)

It can take several months to obtain certified copies of birth certificates; your benefits could be delayed if you leave this to the last minute.

See sources for birth and marriage records on [page 26](#).

Apply for Social Security three months before you want benefits to start. See [page 25](#) for details.

Ongoing — keep tabs on your retirement accounts/benefits.

Retirement Plan	Record Keeper
<ul style="list-style-type: none"> ■ 403(b) Plan, 457(b)* Plan and DC Plan 	Cedars-Sinai.BeReady2Retire.com 800-584-6001
<ul style="list-style-type: none"> ■ DB Plan 	Cedars-Sinai-MyRetirement.com 866-296-5034

* Available only to executives, faculty and directors.

MANDATORY — ADMINISTRATIVE

1 — Written Notice

TO KNOW:

- Your department and the HR Records Department must have written documentation that you've resigned.

2 — Employment Termination Paperwork

Your department completes and sends your termination paperwork to the HR Records Department.

TO KNOW:

- To ensure your final paycheck is ready by 4 p.m. on your last day, your department management must submit the electronic Personnel Action Form (ePAF) no later than noon, two weekdays before your last day (for instance, by noon Tuesday if Thursday is your last day), along with:
 - Copy of your resignation letter
 - Printout of your saved KRONOS record or time sheet for the pay period
 - State or federal income tax forms (if any).
- When you leave Cedars-Sinai, you'll receive the value of your paid time off benefits.
- If your final paycheck includes a large amount of paid time off benefits:
 - You may want to increase your federal and state income tax withholding so next April 15 you don't owe more taxes than expected.
 - You may want to take advantage of tax-deferred retirement savings and increase your 403(b) Plan (and 457(b) Plan*) contribution from your final paycheck.
 - If you'd rather have the cash than increased 403(b) Plan (and 457(b) Plan*) savings, you may want to decrease or stop your 403(b) Plan (and 457(b) Plan*) contribution.
- Contribution changes made with Voya Financial before 1 p.m. (PT) Fridays (when the markets are open) are updated to the Cedars-Sinai payroll system each Monday morning. Depending on the timing of your last day with Cedars-Sinai, your final paycheck and routine processing of the biweekly Cedars-Sinai payroll, your contribution change might affect your last paycheck as well.

* Available only to executives, faculty and directors.

TO DO:

- **Provide written notice** to your department that you're leaving, preferably at least two weeks in advance (for management six weeks before your last day or the time frame stated in your Employment Services Agreement, if different). Your resignation can be by letter or email.

TO DO:

- **To change your federal and/or state income tax withholding**, download the forms from the Cedars-Sinai intranet, complete and give them to your department management to submit with your termination paperwork at least three weekdays before your last day (for instance, by Monday if your last day is Thursday).
- **To increase or decrease your 403(b) Plan (and 457(b) Plan*) contribution** from your last paycheck, make the change online at [Cedars-Sinai.BeReady2Retire.com](https://cedars-sinai.com/BeReady2Retire) or by calling 800-584-6001 at least 10 weekdays before your last day.
- **To be sure you receive your annual W-2 tax filing and retirement plan or other important statements on time**, update your address by completing a New Name or Address Form on the Cedars-Sinai intranet. Click Electronically Submit to send the form by Outlook or Cedars-Sinai webmail. The form must be sent using your Cedars-Sinai email.
- **Three days before your last day, go into the KRONOS system** and edit the time you will be credited for working on your last three days. Be sure to save the changes/edits. (At this time you must stop badging your time in and out.)

Forms posted on the Cedars-Sinai intranet

Home > Administrative > Human Resources > My Pay

3 — Check-out

TO KNOW:

- You'll use the check-out sheet to give back items such as badges, keys, pagers, parking passes, etc.
- Each department will sign off on the items you return. For items on your check-out sheet that don't apply to you, your department management can enter N/A and sign off on them. (If your department management marks N/A on an item you were issued but did not return, your department will be charged for it.)
- To receive your final paycheck, each item on the check-out sheet must be signed off and the sheet must be returned to your department management (or if you are working with HR consulting services, the HR consultant). Along with the check-out sheet, you must sign and return an acknowledgment form verifying you received your final paycheck. Your department management (or the HR consultant) must forward your badge to the Security Department and send the completed check-out sheet and department file to the HR Records Department.
- To leave a campus parking garage after you've turned in your badge, press the assistance button at the exit and tell the person over the intercom that it's your last day and you've turned in your badge.

TO DO:

- **Get the check-out sheet** from your department management.
- **Complete and return the check-out sheet**, along with your final paycheck acknowledgment form and badge, to your department management (or if you are working with HR consulting services, the HR consultant).

MEDICAL, DENTAL AND VISION COVERAGE

Your (and your dependents') Cedars-Sinai medical, dental and/or vision coverage continues through the last day of the month your employment ends.

If you won't be covered by a new employer's health plan, you have several options to consider for replacement insurance:

- COBRA or Silver Passport
- Your state or the federal health insurance marketplace or a private healthcare exchange
- Policy purchased directly from an insurer or through an insurance broker
- Your spouse/domestic partner's employer plan.

TO KNOW:

ABOUT COBRA

This federal law gives you and any covered family member the right to continue coverage under the healthcare plans you're enrolled in on your last day at Cedars-Sinai (medical, dental, vision and in limited situations, the healthcare flexible spending account) on a self-pay basis (you pay the full cost plus a 2 percent administrative fee). Your covered family members have the right to enroll in COBRA even if you don't.

- **Coverage usually lasts up to 18 months.** However, you may be eligible for additional months of COBRA over 18 months if you meet certain federal requirements. Please check with TRI-AD, our COBRA administrator, listed below.
- Two to four weeks after your Cedars-Sinai employment ends, you'll receive a COBRA election notice from TRI-AD. **You must elect COBRA within 60 days following the date of the COBRA Election Notice** or you lose your right to elect COBRA.
- You cannot enroll in COBRA before you leave Cedars-Sinai because a record of your employment ending and COBRA eligibility must be transferred to TRI-AD first. Once your COBRA premium is paid, that coverage is retroactive to the date your Cedars-Sinai coverage ended — with no lapse.

COBRA administrator

TRI-AD

- tri-ad.com/fsa
- 888-844-1372
Monday-Friday, 5 a.m.-5 p.m. (PT)

- **COBRA premiums** are in the following table:

2019-2020 MONTHLY COBRA PREMIUMS				
Coverage level	Employee only	Employee and spouse/DP	Employee and child(ren)	Employee and family
Medical				
Vivity HMO (California only)	\$481.93	\$1,060.25	\$867.49	\$1,493.96
Blue Cross HMO (California only)	\$559.25	\$1,230.33	\$1,006.66	\$1,733.68
Blue Cross PPO (inside California)	\$812.51	\$1,787.52	\$1,462.52	\$2,518.78
Blue Cross PPO (outside California)	\$535.39	\$1,177.86	\$963.71	\$1,659.72
Dental				
DeltaCare USA (California only)	\$15.72	\$26.98	\$27.17	\$39.16
Delta Dental PPO (nationwide)	\$63.67	\$112.33	\$126.32	\$178.97
Vision				
VSP (nationwide)	\$10.32	\$20.68	\$22.10	\$35.33

If you move outside your current plans' service area, you'll need to switch to a plan with a service area covering your new address.

ABOUT THE HEALTH INSURANCE MARKETPLACE

The Affordable Care Act (ACA) created health insurance marketplaces to give people a way to purchase coverage if they don't have it through their job. Marketplace premiums may be lower than COBRA premiums or you may qualify for a premium subsidy, depending on your income.

- **Coverage usually can last until age 65** (or Medicare eligibility).
- **Marketplaces have limited enrollment times.** Certain life events (such as losing employer-sponsored coverage) qualify you for a 60-day Special Enrollment Period. (You have 60 days to contact the marketplace, report the qualifying event, provide documentation and enroll.) If you miss your Special Enrollment Period, you'll have to wait until the marketplace's next open enrollment (held November to January), and you could end up with no health coverage in the interim. You may apply for marketplace coverage before your Cedars-Sinai coverage ends to avoid a lapse.
- **Premiums** are based on age and the health plan you choose (for instance, whether it covers 90 percent, 80 percent or 70 percent) as well as household income. Premium subsidies are available for low-income individuals (depending on income during a look-back period).
- **To learn more:**
 - California Health Insurance Marketplace: coveredca.com
 - To find a link to another state's exchange (or to use the federal marketplace if your state doesn't have an exchange): healthcare.gov

No pre-existing condition exclusions. Marketplace insurers cannot deny you or any family member health coverage or charge you more based on a pre-existing condition. (However, they may use age-based rates.)

ABOUT PRIVATE HEALTHCARE EXCHANGES

These companies have online health insurance comparison-shopping portals allowing you to quickly estimate eligibility for premium subsidy. If not eligible for the subsidy, you can compare plans and purchase private health coverage.

- Private exchanges that contract with the Centers for Medicare & Medicaid Services include:
 - getinsured.com
 - ehealthinsurance.com

If you might be eligible for the subsidy, leave the private exchange website and go to your state or the federal healthcare marketplace to verify and apply for coverage.

- **Coverage usually can last until age 65** (or Medicare eligibility).
- Private exchanges often mirror the state/federal healthcare marketplace **Special Enrollment and open enrollment periods**. However, if you miss those deadlines they may still sell you a health insurance policy.
- **Premiums** are based on age, where you live and the health plan you choose.

ABOUT OTHER HEALTH COVERAGE OPTIONS

Other options for health plan coverage that may be available to you include:

- If you are a benefits-eligible employee age 55 or older and you have a total of 20 or more years of service at Cedars-Sinai when you retire, you may self-pay to continue your Cedars-Sinai medical coverage in Silver Passport until the month before turning 65. See [page 27](#) for details.
- Usually employer health plans allow an employee or eligible family member to enroll within 30 days of losing other healthcare coverage. If your spouse/domestic partner (DP) has a job with medical benefits, ask your spouse/DP's employer if this is a coverage option for you.
- Some brokers sell health insurance policies, or you could skip the middleman and contact a health insurer (such as Anthem or Kaiser) licensed to sell health plans in your state. To find out more, contact your state insurance commissioner. (In California, visit insurance.ca.gov.)

COBRA vs marketplace coverage considerations

Because both COBRA and marketplaces have limited enrollment periods, keep the following in mind when considering which coverage is best for you:

- If you enroll in COBRA and stop paying your COBRA premium or cancel COBRA before using up your 18 months of coverage, you won't be eligible for marketplace Special Enrollment. You would have to wait until the marketplace open enrollment to apply for coverage starting the next Jan. 1.
- If you're covered by COBRA and drop it, you cannot get it back.
- If you enroll in a marketplace plan, you cannot change your mind and apply for COBRA, which is offered only during the 60-day enrollment period after your employment ends.

Don't delay — limited enrollment periods apply.

TO DO:

■ **Shop around** to find the best coverage for your situation by considering:

- How long will you want the coverage — just a few months or several years? Is it medical only or does it cover dental or vision benefits? Does the plan cover the ACA's minimum essential benefits? Is your doctor in the plan's network? Are your medications covered? When comparing costs, be sure to consider deductibles, copays and coinsurance, in addition to premiums.

■ **If electing COBRA:**

- Complete the COBRA election form **and return it to TRI-AD within 60 days** after you receive their COBRA notice. Otherwise, you'll lose your right to COBRA coverage.
- You have **45 days from the time you elect COBRA to make your first premium payment** covering all the months since your employment ended. COBRA begins when Cedars-Sinai employee benefits end, even if retroactive processing and payments are required. After the first payment, premiums are due by the first of the month for that month's coverage.

■ **If purchasing health coverage through a marketplace:**

- **You have 60 days** from the day your Cedars-Sinai coverage ends to contact a marketplace, report the qualifying event, provide documentation and enroll.

■ **If becoming covered under your spouse/domestic partner's employer coverage:**

- Employer health plans usually allow an eligible family member to enroll within 30 days of losing other healthcare coverage.

■ **For assistance weighing your options**, contact a Department of Labor Health Benefits Advisor electronically at askebsa.dol.gov or call 866-444-3272.

HEALTHFUND/HRA

TO KNOW:

- Your debit card will be turned off soon after your last day at Cedars-Sinai. However, eligible healthcare services received or purchased between July 1 of the current benefit year through the last day of the month Cedars-Sinai employment ends are eligible for reimbursement.
- The HealthFund/HRA benefit year is July 1-June 30. You have 90 days after the end of the benefit year (until Sept. 28) to submit claims for reimbursement to TRI-AD. Any money left in your account after Sept. 28 is forfeited.
- COBRA continuation is not available for the HealthFund/HRA.

TO DO:

- **Before Sept. 28, submit claims** for expenses incurred from July 1 through the last day of the month your employment ends.

Submitting claims for reimbursement: HealthFund/HRA and flexible spending accounts

Send claims to TRI-AD

- Web: tri-ad.com/fsa
- App: TRI-AD Benefits on the Go
- Fax: 866-233-4741
- Mail: TRI-AD
FSA Dept.
221 W. Crest St., Suite 300
Escondido, CA 92025

Claim due dates

- Services received
July 1, 2018-June 30, 2019
— due by Sept. 28, 2019
- Services received
July 1, 2019-June 30, 2020
— due by Sept. 28, 2020

TRI-AD Customer Service

- Phone: 888-844-1372
Monday-Friday 5 a.m.-6 p.m. (PT)
-

HEALTHCARE FLEXIBLE SPENDING ACCOUNT

TO KNOW:

- Your debit card will be turned off soon after your last day at Cedars-Sinai. However, eligible healthcare services received or purchased between July 1 of the current benefit year (or the date your healthcare FSA participation starts, if later) through the last day of the month Cedars-Sinai employment ends are eligible for reimbursement.
- The healthcare FSA benefit year is July 1–June 30. You have 90 days after the end of the benefit year (until Sept. 28) to submit claims for reimbursement to TRI-AD. Any money left in your account after Sept. 28 is forfeited.
- Depending on the amount you've elected for the year and claims paid so far, you may be eligible to continue healthcare FSA participation until the end of the benefit year (June 30) through COBRA. If you qualify and want to continue, you must keep contributing the same amount — but on an after-tax basis, plus a 2 percent administrative fee. You'll send healthcare FSA contributions to TRI-AD (the COBRA administrator).
- If you're eligible to continue healthcare FSA participation through COBRA, about three to four weeks after Cedars-Sinai employment ends you'll receive a COBRA election notice from TRI-AD. (You cannot enroll in COBRA before you leave Cedars-Sinai because a record of your employment ending and COBRA eligibility must be transferred to TRI-AD first.)
- If you're not eligible to continue healthcare FSA participation, the account will not be listed as an option on your COBRA election notice.

TO DO:

- **Within 60 days of receiving the COBRA election notice**, complete and return it to TRI-AD by the deadline (if you're eligible and want to continue in the healthcare FSA).
- **Before Sept. 28, submit claims** for expenses incurred from July 1 through the last day of the month your employment ends.

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

TO KNOW:

- You can use your dependent care FSA funds for dependent care services received from July 1 through the last day of the month your employment ends.
- The dependent care FSA benefit year is July 1–June 30. You have 90 days after the end of the benefit year (until Sept. 28) to submit claims for reimbursement to TRI-AD. Any money left in your account after Sept. 28 is forfeited.
- COBRA continuation is not available for the dependent care FSA.

TO DO:

- **Before Sept. 28, submit claims** for expenses you incurred from July 1 through the last day of the month your employment ends. (See submitting claims for reimbursement on [page 9](#).)

BASIC AND SUPPLEMENTAL LIFE INSURANCE AND AD&D INSURANCE

TO KNOW:

- Cedars-Sinai-paid basic life and accidental death & dismemberment (AD&D) insurance and employee-paid supplemental life and AD&D insurance ends the last day of your Cedars-Sinai employment.
- You may continue (port) or convert:
 - Basic life insurance (Cedars-Sinai paid)
 - Supplemental life insurance for you, your spouse/domestic partner, and covered children (employee paid).
- Soon after employment ends, you'll receive information in your home mail from Voya Life about continuing or converting your insurance.

TO DO:

- **To continue (port) or convert your life insurance**, you must apply and pay the first premium by the due date in the information sent to your home (usually about 30 days).

WHAT'S THE DIFFERENCE?

Continue (port) coverage

- Your benefits are the same as the supplemental life insurance offered to Cedars-Sinai employees; however, you'll be covered under a different group policy and the premiums may differ.
- No health questionnaire or insurer approval required for coverage.
- The maximum you may continue cannot be more than:
 - Your combined basic life insurance and your supplemental life coverage on your last day at Cedars-Sinai
 - 5 x annual base pay
 - \$1 million.
- If you continue your coverage, you may also continue your spouse/domestic partner's (DP) or children's insurance, up to the amount they had on your last day at Cedars-Sinai.
- Your spouse/DP may continue coverage upon divorce or your death; your children may continue coverage upon your death.

Convert to individual policies

- Benefits may differ and your premiums will differ (most likely higher) from Cedars-Sinai group policy rates.
- Evidence of insurability (usually a health questionnaire) and insurer approval are required for more than \$10,000 of coverage.
- You may convert up to the combined basic and supplemental life insurance coverage amount you have on your last day at Cedars-Sinai, with evidence of insurability and insurer approval.

BASIC LONG TERM DISABILITY (LTD) INSURANCE

TO KNOW:

- Basic LTD insurance ends on your last day of Cedars-Sinai employment.
- You cannot continue basic LTD coverage after leaving Cedars-Sinai.

TO DO:

- Nothing.

EXECUTIVE, FACULTY AND DIRECTOR INSURANCE*

TO KNOW:

ABOUT EXECUTIVE SURVIVOR LIFE INSURANCE

- Coverage ends on your last day of Cedars-Sinai employment.
- You cannot continue this policy after leaving Cedars-Sinai.

ABOUT GRANDFATHERED AND LOAN REGIME SUPPLEMENTAL SURVIVOR LIFE INSURANCE

- You must repay the loan/advance amount(s) when Cedars-Sinai employment ends. It can be repaid from the policy's cash value (that is, the value of premiums and investment returns or credits). Any cash remaining after repayment is yours to take with you (or you could have a shortfall).
- You can either:
 - **Keep or maintain the policy with a smaller face amount.** If you want to keep the policy and there isn't enough in the policy account to repay Cedars-Sinai, you must make up the shortfall. Any excess cash can be used to pay future premiums, or
 - **Surrender the policy.** If there isn't enough in the policy account to repay Cedars-Sinai:
 - Under the grandfathered policy, the shortfall is forgiven and your interest payments are returned to you.
 - Under the loan regime policy, the shortfall is added to your W-2 as imputed income.

ABOUT EXECUTIVE AND SUPPLEMENTAL LONG TERM DISABILITY (LTD) INSURANCE

- You may continue these LTD insurance policies on a self-pay basis.

ABOUT EMPLOYEE AND SPOUSE/DOMESTIC PARTNER (DP) LONG TERM CARE (LTC) INSURANCE

- You may continue LTC insurance on a self-pay basis.
- You may change the monthly benefit level, benefit duration and other features; the premium for your new policy will be based on Cedars-Sinai rates, your current age and other underwriting factors.

TO DO:

- **Contact our Aon representative** to discuss continuing your supplemental survivor life insurance, executive and supplemental LTD or LTC insurance. If you don't do anything, Aon will send you an information packet two to three weeks after your last day of employment describing individual insurance policies, continued coverage options and application instructions.
- **Apply for coverage continuation within the time stated in these materials** (usually 30 days). If you miss the deadline, you lose any rights to continue coverage.

WHEN COVERAGE ENDS

For supplemental survivor life insurance, executive and supplemental LTD insurance, and employee and spouse/DP LTC insurance:

- **If your last day is on or before the fifteenth** of the month, your coverage ends the last day of the previous month. To be covered for claims incurred during that gap, you must submit the insurer's application and pay the premium within 30 days of your employment termination date.
- **If your last day is on or after the sixteenth** of the month, your coverage ends the last day of that month.

This means you might not be covered during your last 15 days of employment.

QUESTIONS?

Contact our broker Aon at 877-815-6366.

***The benefits described on this page are available only to executives, faculty and directors.**

LEGAL PLAN

TO KNOW:

- Legal plan coverage ends on your last day of Cedars-Sinai employment.
- When you leave Cedars-Sinai, the legal plan will cover fees for covered legal services opened and pending when you were enrolled; no new matters may be started after your last day of Cedars-Sinai employment.
- You cannot continue legal plan coverage after leaving Cedars-Sinai.

TO DO:

- Nothing.

AUTO AND HOME INSURANCE

TO KNOW:

- If you have any personal coverage through MetLife and pay your premiums through your paycheck, your last premium will be paid from your second to last paycheck (benefit premiums are not deducted from your last paycheck).

TO DO:

- **To continue personal policies**, contact MetLife at 800-438-6388 to make new payment arrangements.

PET INSURANCE

TO KNOW:

- If you have any pet coverage through Nationwide and pay your premiums through your paycheck, your last premium will be paid from your second to last paycheck (benefit premiums are not deducted from your last paycheck).

TO DO:

- **To continue personal policies**, contact Nationwide at 877-738-7874 to make new payment arrangements.

VHT/VACATION ACCOUNT PAYOUTS

TO KNOW:

- When you leave Cedars-Sinai, you'll receive the value of your VHT/vacation account balance.
- Payout of any time off benefits will be added to your last paycheck.
- If your final paycheck will include a large payout of time off benefits, you could:
 - Increase your federal and state income tax withholding so next April 15 you don't owe more taxes than expected.
 - Take advantage of tax-deferred retirement savings and increase your 403(b) Plan (and 457(b) Plan*) contribution from your final paycheck.
 - Decrease or stop your 403(b) Plan (and 457(b) Plan*) contribution if you'd rather have the cash than increased 403(b) Plan (and 457(b) Plan*) savings.
- Contribution changes made with Voya Financial before 1:00 p.m. (PT) Fridays (when the markets are open) are updated to the Cedars-Sinai payroll system each Monday morning. Depending on the timing of your last day with Cedars-Sinai, your final paycheck and routine processing of the biweekly Cedars-Sinai payroll, your contribution change might affect your last paycheck as well.

Calculating your payout

Your payout will equal your hourly pay rate multiplied by the number of time off hours eligible for payout.

TO DO:

- **To change your federal and/or state income tax withholding**, download the forms from the Cedars-Sinai intranet, complete and give them to your department management to submit with your termination paperwork at least three weekdays before your last day (for instance, by Monday if your last day is Thursday).

Forms posted on the Cedars-Sinai intranet

Home > Administrative > Human Resources > My Pay

- **To increase or decrease your 403(b) Plan (and 457(b) Plan*) contribution** from your last paycheck, make the change online at Cedars-Sinai.BeReady2Retire.com or by calling 800-584-6001.

Approved Leave Pay (ALP) Bank Payouts**

ALP banks are paid out upon leaving Cedars-Sinai only in the following situations:

- You are age 55 or older
- You are laid off after 20 or more years of service (as of the date of layoff)
- You are laid off and you are a past recipient of a President's Award, or
- You die as an active employee (paid to your estate).

** Executives, faculty members and directors are not eligible for Approved Leave Pay (ALP) bank payouts.

* Available only to executives, faculty and directors.

403(b) PLAN

TO KNOW:

- If you participate, **your 403(b) Plan contribution is deducted** from your last paycheck.
- If you are eligible, your contributions will be **matched through the end of the quarter before** your employment termination date. If retiring at 65, you'll earn matching contributions through your last day at Cedars-Sinai.
- **You can leave your account balance in the 403(b) Plan** if it is more than \$1,000:
 - Apply to have it distributed any time before age 70½. If you don't take a minimum required distribution by age 70½, you might have to pay a 50 percent excise tax on the required amount.
 - Until you request a distribution, your account will continue receiving investment earnings (or losses) and you will continue to receive quarterly statements and important notices from Voya Financial.
- **You can take your account balance with you** — see Applying for 403(b) Plan Benefits ([page 21](#)).
 - To continue to save for retirement and defer income taxes on your account, you can roll over your account balance to an IRA or, if available, your new employer's eligible retirement plan.
 - Matching contributions are deposited approximately three months after the end of the quarter in which they are earned. Therefore, to avoid having a residual balance in your 403(b) account, it is recommended that you wait approximately four to six months after your employment with Cedars-Sinai ends before requesting a distribution (including a rollover) of your account.
- **If your account balance equals or is less than \$1,000**, the plan will automatically distribute it to you, less 20 percent federal tax withholding, during the first quarter of the next year unless you request a distribution before then.
- If you have an outstanding loan, it will be due soon after you leave Cedars-Sinai. Check with Voya Financial for details on repayment.

403(b) Plan distributions are taxed (unless rolled over)

Distributions are taxable income when received and most likely subject to an additional 10 percent early withdrawal penalty tax if you are under age 59½, unless rolled over to an IRA* or another eligible retirement plan.

*If rolled over to a Roth IRA, the rollover amount is taxable the year of the rollover.

TO DO:

- **If you leave your account balance in the 403(b) Plan**, you'll continue receiving statements and important participant notices.
- **Keep your contact information current with Voya Financial by:**
 - Going online at Cedars-Sinai.BeReady2Retire.com
 - Calling 800-584-6001
 - Contacting the Voya Financial onsite office at Cedars-Sinai Medical Center*:
 - ◆ Phone: 310-423-0974
 - ◆ Location: Ray Charles Cafeteria, Suite 1631A
- **Keep track of your account** online at Cedars-Sinai.BeReady2Retire.com
- **Keep your beneficiary current** online at Cedars-Sinai.BeReady2Retire.com
- **If you have an outstanding loan immediate action is required!**
 - Your loan is due when employment ends.
 - If you don't repay the loan or make repayment plans with Voya Financial, the loan balance becomes taxable. You will owe regular income taxes and if you are under age 59½, you will most likely owe an additional 10 percent penalty tax on the outstanding loan balance.
 - Call Voya Financial at 800-584-6001 to find out about loan repayment options.
- **To take your 403(b) Plan account balance**, see Applying for 403(b) Plan Benefits ([page 21](#)).

LEGACY 403(b) PLAN PROVIDERS

If you have a 403(b) account with any of our former 403(b) providers (before July 2000), contact them directly for account and/or distribution information.

AXA/Equitable	Lincoln National	TIAA
800-628-6673	Lincoln Financial Group	800-842-2776
axa-quotable.com	800-454-6265	800-842-2252
	lincolnlife.com	tiaa.org

457(b) PLAN FOR EXECUTIVES, FACULTY AND DIRECTORS*

TO KNOW:

- If you participate, your 457(b) Plan* contribution is deducted from your last paycheck.
- Your 457(b) account is fully vested.
- You can leave your account balance in the Cedars-Sinai 457(b) Plan*:
 - Apply to have it distributed any time before age 70½. If you don't take a minimum required distribution by age 70½, you might have to pay a 50 percent excise tax on the required amount.
 - Until you request a distribution, your account will continue receiving investment earnings (or losses) and you'll continue receiving quarterly statements and important notices from Voya Financial.
- You can take your account balance with you — see Applying for 457(b) Plan Benefits for Executives, Faculty and Directors ([page 22](#)).
- Under certain circumstances, you might be able to transfer your account balance to another tax-exempt employer's 457(b) plan to continue deferring taxes on your account balance.

TO DO:

- **If you leave your account balance in the 457(b) Plan***, you'll continue receiving statements and important participant notices.
- **Keep your contact information current with Voya Financial by:**
 - Going online at Cedars-Sinai.BeReady2Retire.com
 - Calling 800-584-6001
 - Contacting the Voya Financial onsite office at Cedars-Sinai Medical Center®:
 - ◆ Phone: 310-423-0974
 - ◆ Location: Ray Charles Cafeteria, Suite 1631A
- **Keep track of your account** online at Cedars-Sinai.BeReady2Retire.com
- **Keep your beneficiary current** online at Cedars-Sinai.BeReady2Retire.com
- **To take your 457(b) Plan* account balance**, see Applying for 457(b) Plan Benefits for Executives, Faculty and Directors ([page 22](#)).
 - Under certain circumstances, you might be able to transfer your account balance to another tax-exempt employer's 457(b) plan to continue deferring taxes on your account balance.

457(b) distributions are taxed as normal income, unless you can transfer your account to a new employer's 457(b) plan.

***The benefits described on this page are available only to executives, faculty and directors.**

DEFINED BENEFIT PLAN (DB PLAN)

TO KNOW:

- The DB Plan pays monthly lifetime benefits starting when you retire.
- DB Plan benefits vest after five years of service (or at 65 if you're still working for Cedars-Sinai). If you leave Cedars-Sinai before you are vested, you forfeit the DB Plan benefit. If you leave with a vested DB Plan benefit before retiring, your benefit normally stays in this plan until you retire and start payments.
- If you are at least age 55 with 10 or more years of service you can start your DB Plan benefit immediately — see Applying for DB Plan Benefits ([page 23](#)).
 - The benefit that you earned in the DB Plan is payable as a single life annuity starting at age 65.
 - If you start payments before age 65 and/or select a payment option that continues the benefit to a joint annuitant or beneficiary, the monthly amount will be reduced because the benefit will likely be paid over a longer period of time.

If Payments Start at This Age...	You Receive This Percent of Age 65 Payment	If Payments Start at This Age...	You Receive This Percent of Age 65 Payment
64	93.33%	59	63.33%
63	86.67%	58	60.00%
62	80.00%	57	56.67%
61	73.33%	56	53.33%
60	66.67%	55	50.00%

- If you are eligible to start your benefit and have not already submitted a request to do so, you will receive a retirement election package shortly after your Cedars-Sinai employment termination date. If you are not yet age 65 and do not want to commence your benefit, you can defer starting it until a later date (but no later than the first of the month after turning age 65).
- If you are not eligible to start your benefit on your Cedars-Sinai employment termination date, you will receive a letter containing information about your deferred benefit in the DB Plan.
- If you are currently earning a DB Plan benefit, your retirement benefit is calculated based on your earnings at the end of each quarter, so it might take Cedars-Sinai additional time to finalize your benefit after your termination date.

TO DO:

- **If you leave Cedars-Sinai before retirement**, keep your contact information current with the DB Plan Pension Center to be sure you receive a final statement and important notices. You can contact the DB Plan Pension Center by:
 - Going online to [Cedars-Sinai-MyRetirement.com](https://cedars-sinai-myretirement.com)
 - Calling 866-296-5034
- **Keep track of your DB Plan pension benefit** online at [Cedars-Sinai-MyRetirement.com](https://cedars-sinai-myretirement.com).
- **Keep your beneficiary current** online at [Cedars-Sinai-MyRetirement.com](https://cedars-sinai-myretirement.com).
- **To apply for your pension payments to start**, see Applying for DB Plan Benefits ([page 23](#)).

DEFINED CONTRIBUTION PLAN (DC PLAN)

TO KNOW:

- If you are currently earning DC Plan benefits, you earn Cedars-Sinai contributions through the last day of the quarter before your Cedars-Sinai employment termination date. However, if you are age 65 or older on your termination date, you'll earn a contribution through your last day of employment at Cedars-Sinai.
- Cedars-Sinai DC Plan benefits vest over a five-year period:

Years of Eligible Service	0	1	2	3	4	5
DC Plan Benefit Vested Percentage	0%	0%	25%	50%	75%	100%

If you leave before your DC Plan benefit is 100% vested, you'll forfeit the unvested portion of your benefit.

- **You can leave your account balance in the DC Plan if it is more than \$1,000:**
 - Apply to have it distributed any time before age 70½. If you don't take a minimum required distribution by age 70½, you might have to pay a 50 percent excise tax on the required amount.
 - Until you request a distribution, your account will continue receiving investment earnings (or losses) and you will continue to receive quarterly statements and important notices from Voya Financial.
- **You can take your account balance with you** — see Applying for Defined Contribution Plan (DC Plan) Benefits ([page 24](#)).
 - To continue to save for retirement and defer income taxes on your account, you can roll over your account balance to an IRA or, if available, your new employer's eligible retirement plan.
 - DC Plan contributions are deposited approximately three months after the end of the quarter in which they are earned. Therefore, it is recommended that you wait approximately four to six months after your termination of employment with Cedars-Sinai before requesting a distribution (including a rollover) of your account to avoid having a residual balance in your DC Plan account.
- **If your account balance equals or is less than \$1,000**, the plan will automatically distribute it to you, less 20 percent federal tax withholding, during the first quarter of the next year unless you request a distribution before then.

TO DO:

- **If you leave your DC Plan account balance in the plan**, you'll continue receiving statements and important participant notices.
- **Keep your contact information current with Voya Financial by:**
 - Going online at Cedars-Sinai.BeReady2Retire.com
 - Calling 800-584-6001
 - Contacting Voya Financial onsite office at Cedars-Sinai Medical Center*:
 - ♦ Phone: 310-423-0974
 - ♦ Location: Ray Charles Cafeteria, Suite 1631A
- **Keep track of your account** online at Cedars-Sinai.BeReady2Retire.com
- **Keep your beneficiary current** online at Cedars-Sinai.BeReady2Retire.com
- **To take your DC Plan account balance**, see Applying for DC Plan Benefits ([page 24](#)).

DC Plan distributions are taxed (unless rolled over)

Distributions are taxable income when received and most likely subject to an additional 10 percent early withdrawal penalty tax if you are under age 59½, unless rolled over to an IRA* or another eligible retirement plan.

*If rolled over to a Roth IRA, the rollover amount is taxable the year of the rollover.

PREPARING FOR RETIREMENT

- Where will my income come from?
- Will I need to continue working?
- How long might I live?
- What would I like to do during retirement and how will I fund it?
- How is my health?
- How will I pay for medical care?

A new journey as big as retirement can make it hard to know where to begin. This section will help you consider future needs as well as sources of retirement income and healthcare coverage to give you a good head start.

In general, experts say about a third of an individual's retirement income will come from Social Security, a third will come from employer-sponsored retirement programs, and a third will come from individual savings. Because Cedars-Sinai offers both the Choice Retirement Program and the 403(b) Plan with matching contributions, a larger portion of your retirement income might come from employer-sponsored retirement programs, depending on how long you work at Cedars-Sinai. In addition, your personal situation (for example, living expenses, health, retirement goals, etc.) will determine how much you will need.

You might want to consider seeking advice from a financial planner or exploring financial planning websites. Some online resources to help you get started are on the next page.

Sources of Retirement Income



Applying for retirement benefits

Cedars-Sinai sponsors the Choice Retirement Program (DB and DC Plans), the 403(b) Plan and the 457(b) Plan* to provide sources of income to you when you retire. The payment options vary by plan and are based on your age when you start to receive your benefit. For our long-time benefits-eligible employees, Cedars-Sinai also offers continued dental and life insurance through Silver Passport. It is a good idea to start planning at least six months before you want to retire. See the Retirement Considerations and Preparation Checklist on [page 3](#) for a list of things to think about before you apply for your retirement benefits.

GETTING FINANCIAL ADVICE

Keep these helpful tips in mind when seeking a financial planner:

- **Know their qualifications.** Certain designations (CFP — Certified Financial Planner, ChFC — Chartered Financial Consultant or PFS — Personal Financial Specialist) help you determine an individual's training and professional experience. Also, check references and interview them.
- **Know how they will be paid.** Some financial advisers sell insurance or other financial products, some take commissions, some are paid a percentage of assets and others are paid hourly. For those who don't charge an hourly fee, ask them to calculate how they'll be paid and explain to you how it will affect your investments. Advisers who receive a commission might favor certain investments and be required to use their commissioned products instead of the wider universe of available options. In some cases, an hourly fee may be less expensive.
- **Know what you want them to do.** Financial planning can mean preparing for retirement, setting up wills and estates, advising on taxes, saving for a home or college or budgeting. A good adviser looks at every aspect of your financial situation because doing something in one area can affect other areas. Make sure the adviser is looking at the big picture.

* Available only to executives, faculty and directors.

Online Resources to Help You Prepare for Retirement	
<p>Voya Financial</p> <p>Available to Cedars-Sinai 403(b) Plan, 457(b) Plan* and DC Plan participants</p>	<p>Cedars-Sinai.BeReady2Retire.com</p> <ul style="list-style-type: none"> Keep up to date on your 403(b) Plan, 457(b) Plan* and DC Plan account balances. Change your 403(b) Plan and 457(b) Plan* deferral amounts Change your 403(b) Plan, 457(b) Plan* and DC Plan investment options Project your retirement income.
<p>Retirement Planning DB Plan Pension Center</p> <p>Available to Cedars-Sinai employees and former Cedars-Sinai employees with a vested DB Plan benefit</p>	<p>Cedars-Sinai-MyRetirement.com</p> <ul style="list-style-type: none"> Retirement Planning Get assistance with your choice — compare your projected retirement income under the DB Plan and DC Plan to help you determine which is better for you. Estimate how much money you'll need in retirement. Estimate your monthly DB Plan payments at different retirement dates. Model how long your wealth might last in retirement taking into account your retirement age, expenses and multiple sources of income. Change assumptions to model different scenarios — for example, what if you delay retirement a year or two?
<p>Choose to Save</p> <p>Sponsored by the American Savings Education Council</p>	<p>choosetosave.org/asec</p> <ul style="list-style-type: none"> Find retirement and other financial calculators from a variety of sources such as AARP, American Institute of Certified Public Accountants, Motley Fool. Estimate your expenses at retirement and how much you'll need to save.
<p>Social Security Administration</p> <p>Government-sponsored website</p>	<p>ssa.gov</p> <ul style="list-style-type: none"> See your Social Security statement: socialsecurity.gov/myaccount. Estimate your Social Security income at retirement: socialsecurity.gov/estimator. Find out details about Social Security. Apply for Social Security benefits.
<p>Medicare</p> <p>Government-sponsored website</p>	<p>medicare.gov</p> <ul style="list-style-type: none"> Register and enroll online. Get the details about what's covered and the cost of Medicare Parts A, B, D, Medicare Advantage plans, etc. Find out about Medicare Supplement (Medigap) policies.
<p>Department of Labor</p> <p>Government-sponsored website</p>	<p>dol.gov/ebsa/publications/nearretirement.html</p> <ul style="list-style-type: none"> Print retirement planning brochure or read online. Link to additional retirement planning websites at the bottom of this web page.
<p>AARP</p> <p>Support for those 50 or older</p>	<p>aarp.org</p> <ul style="list-style-type: none"> Find articles and calculators for retirement income planning at: aarp.org/work/retirement-planning. Review education materials about other retirement considerations such as where to live, whether or not to work, how to spend your time, etc. Get member discounts and purchase Medigap or Medicare drug plan policies.

* Available only to executives, faculty and directors.

APPLYING FOR 403(b) PLAN BENEFITS

TO KNOW:

After leaving Cedars-Sinai or attaining age 59½, your account may be paid in any of the following ways:

403(b) PLAN PAYMENT OPTIONS*

- **Single lump sum.** A one-time distribution of your entire account balance:
 - Less 20 percent withholding for federal income tax if not directly rolled over to an IRA or another employer’s retirement plan.
 - To continue to save for retirement and defer income taxes on your account, you can roll over your account balance to an IRA or, if available, your new employer’s eligible retirement plan.
 - **Single life annuity.** Monthly payments for your lifetime; when you die, payments stop and no further payments are made to a survivor or beneficiary.
 - **Joint and survivor annuity.** Monthly payments for your lifetime; if you die before your designated joint annuitant, the elected percentage (50 percent, 75 percent or 100 percent) of the payment continues to your designated joint annuitant for his or her lifetime.
 - **Installment payments.** Monthly, quarterly, semiannual or annual payments for a designated time period.
 - **If your balance equals or is less than \$1,000,** you will automatically receive a lump sum.
- Under all options, the payment period cannot be longer than your life expectancy or the combined life expectancy of you and your joint annuitant.

*If you are married, you cannot select anyone other than your spouse to be your joint annuitant or a payment type other than a 50 percent, 75 percent or 100 percent joint and survivor annuity without your spouse waiving his or her right to the benefit. You will be required to submit a spousal waiver form (provided by Voya Financial) with your spouse’s notarized signature when you request a distribution from the 403(b) Plan unless you elect to receive a joint and survivor annuity with your spouse as the joint annuitant.

TO DO:

- **Decide how you want your account paid.**
- **Gather documentation.** If you select an annuity or installment payment option, you’ll need birth certificates or other proof of age (such as passport or valid state driver’s license) for you and your spouse (or joint annuitant). Remember, it can take several months to obtain certified copies of birth certificates. See sources for birth and marriage records on [page 26](#) for details.
- **If you have an outstanding loan,** contact Voya Financial at 800-584-6001 to find out about loan repayment options and potential tax penalties.
- **Apply for your 403(b) Plan benefits** at least two months before you want payments to start. There are several ways to apply:
 - Call Voya Financial at 800-584-6001.
 - Online at [Cedars-Sinai.BeReady2Retire.com](https://cedars-sinai.be-ready2retire.com).
 - Contact the Voya Financial onsite office at Cedars-Sinai Medical Center*:
 - Phone: 310-423-0974
 - Location: Ray Charles Cafeteria, Suite 1631A.

Applications for annuity or installment payments must be submitted within 90 days before payments start. If Voya needs to return the forms because they are incomplete or late, you may have to start the process over again or your payments may be delayed.

Voya Financial will verify that your Cedars-Sinai employment has ended (or that you are at least age 59½) before paying out or rolling over your account balance.
- **Apply for other 403(b) Plan benefits** (if applicable). If you have a legacy 403(b) Plan account with AXA/Equitable, Lincoln National or TIAA, you will need to contact them directly to receive those benefits (see [page 15](#) for contact information).

403(b) Plan distributions are taxed (unless rolled over)

Distributions are taxable income when received and most likely subject to an additional 10 percent early withdrawal penalty tax if you are under age 59½, unless rolled over to an IRA* or another eligible retirement plan.

*If rolled over to a Roth IRA, the rollover amount is taxable the year of the rollover.

APPLYING FOR 457(b) PLAN BENEFITS FOR EXECUTIVES, FACULTY AND DIRECTORS*

TO KNOW:

After leaving Cedars-Sinai, your account may be paid in any of the following ways:

457(b) PLAN PAYMENT OPTIONS

- **Single lump sum.** A one-time distribution of your entire account balance:
 - Less 20 percent withholding for federal income tax if not directly rolled over to an IRA or another employer’s retirement plan.
 - Under certain circumstances, you might be able to transfer your account balance to another tax-exempt employer’s 457(b) plan to continue deferring taxes on your account balance.
- **Single life annuity.** Monthly payments for your lifetime; when you die, payments stop and no further payments are made to a survivor or beneficiary.
- **Single life annuity with a guaranteed number of payments.** Monthly payments for your lifetime; if you die before receiving the guaranteed number of payments, the remaining payments are made to your designated beneficiary.
- **Joint and survivor annuity.** Monthly payments for your lifetime; if you die before your designated joint annuitant, the elected percentage (50 percent, 75 percent or 100 percent) of the payment continues to your designated joint annuitant for his or her lifetime.
- **Installment payments.** Monthly, quarterly, semiannual or annual payments for a designated time period. Installment payments for 10 years (or fewer, if it exceeds the beneficiary’s life expectancy) is the default option if you don’t select a payment method.

Under all options, the payment period cannot be longer than your life expectancy or the combined life expectancy of you and your joint annuitant.

457(b) Plan payments are taxed as ordinary income in the year they are received by the participant.

TO DO:

- **Decide how you want your account paid.**
- **Gather documentation.** If you select an annuity or installment payment option, you’ll need birth certificates or other proof of age (such as a passport or valid state driver’s license) for you and your spouse (or joint annuitant). Remember, it can take several months to obtain certified copies of birth certificates. See sources for birth and marriage records on [page 26](#) for details.
- **Apply for your 457(b) Plan benefits.** At least two months before you want payments to start. There are several different ways to apply:
 - Call Voya Financial at 800-584-6001.
 - Online at [Cedars-Sinai.BeReady2Retire.com](https://cedars-sinai.be-ready2retire.com).
 - Contact the Voya Financial onsite office at Cedars-Sinai Medical Center®:
 - Phone: 310-423-0974
 - Location: Ray Charles Cafeteria, Suite 1631A.

The benefits described in this section are available only to executives, faculty and directors.

APPLYING FOR DB PLAN BENEFITS

TO KNOW:

- Benefit payments do not start automatically; you must submit an election to commence benefits.
- You must be at least age 55 with at least 10 years of eligible service to start your pension benefits (five years if you were a DB Plan participant before July 1, 2003).
 - Your pension benefits should start by age 65 unless you are still working at Cedars-Sinai.
 - Once you start receiving your pension benefits, you will receive monthly payments throughout your lifetime.

DB PLAN PAYMENT OPTIONS*

- **Single life annuity.** Monthly payments for your lifetime; when you die, payments stop and no further payments are made to a survivor or beneficiary.
- **Single life annuity with 60 or 120 months guaranteed.** Monthly payments for your life; if you die before receiving 60 or 120 monthly payments (whichever you elect), the remaining payments are made to your designated beneficiary.
- **Joint and 50 percent, 75 percent or 100 percent survivor annuity.** Monthly payments for life; if you die before your designated joint annuitant, the elected percentage (50 percent, 75 percent or 100 percent) of your payment continues to your designated joint annuitant for his or her lifetime.

*If you are married, you cannot select anyone other than your spouse to be your joint annuitant or a payment type other than a 50 percent, 75 percent or 100 percent joint and survivor annuity without your spouse waiving his or her right to the benefit. You will be required to submit a spousal waiver form (provided by DB Plan Pension Center) with your spouse's notarized signature when you request a distribution from the 403(b) Plan unless you elect to receive a joint and survivor annuity with your spouse as the joint annuitant.

TO DO:

- **Decide how you want your DB Plan pension benefit paid.**
 - Get estimated benefit payment amounts under the different payment options and retirement ages:
 - Call the DB Plan Pension Center at 866-296-5034
 - Go online to Cedars-Sinai-MyRetirement.com.
 - Be sure to provide the name and age of a joint annuitant; if you don't, you'll receive only estimated payments for a single life annuity and none of the other payment options.
- **Gather documentation.** If you select an annuity or installment payment option, you'll need birth certificates or other proof of age (such as a passport or valid state driver's license) for you and your spouse (or joint annuitant). Remember, it can take several months to obtain certified copies of birth certificates. See sources for birth and marriage records on [page 26](#) for details.
- **Apply for your DB Plan payments.** Contact the DB Plan Pension Center at least two months before you want payments to start:
 - Call the DB Plan Pension Center at 866-296-5034.
 - Apply online at Cedars-Sinai-MyRetirement.com.

Applications for annuity/periodic payments must be submitted within 90 days before payments start; if the DB Plan Pension Center needs to return the forms to you because they are incomplete or late, you may have to start the process over again or your payments may be delayed.

APPLYING FOR DC PLAN BENEFITS

TO KNOW:

After leaving Cedars-Sinai or attaining age 65, your account may be paid in any of the following ways:

DC PLAN PAYMENT OPTIONS

- **Single life annuity.** A one-time distribution of your entire account balance:
 - Less 20 percent withholding for federal income tax if not directly rolled over to an IRA or another employer's retirement plan.
 - To continue to save for retirement and defer income taxes on your account, you can roll over your account balance to an IRA or, if available, your new employer's eligible retirement plan.
- **If your account balance equals or is less than \$1,000,** the plan will automatically distribute it to you, less 20 percent federal tax withholding, during the first quarter of the next year unless you request a distribution before then.

TO DO:

Apply for your DC Plan benefits at least two months before you want to receive your distribution. There are several ways to apply:

- Call 800-584-6001.
- Online to Cedars-Sinai.BeReady2Retire.com
- Contact Voya Financial onsite office at Cedars-Sinai Medical Center®:
 - Phone: 310-423-0974
 - Location: Ray Charles Cafeteria, Suite 1631A.

Voya Financial will verify that your Cedars-Sinai employment has ended (or that you're at least age 65) before paying out or rolling over your account balance.

DC Plan distributions are taxed (unless rolled over)

Distributions are taxable income when received and most likely subject to an additional 10 percent early withdrawal penalty tax if you are under age 59½, unless rolled over to an IRA* or another eligible retirement plan.

*If rolled over to a Roth IRA, the rollover amount is taxable the year of the rollover.

APPLYING FOR SOCIAL SECURITY

TO KNOW:

- The Social Security program was established in 1935 to provide workers and their families a base of financial protection when earnings are lost due to retirement, disability or death. Social Security also pays disability and death benefits to spouses and children. This summary covers only retirement benefits for workers.
- While you work, you pay Social Security taxes (payroll taxes) and earn credits toward Social Security benefits. Generally, **you need 40 credits (or 10 years of work) to qualify for Social Security** retirement benefits.
- Social Security retirement benefits are designed to **replace about 40 percent of preretirement income for an average worker**. That's why employment-based retirement plans and personal savings are necessary to maintain your lifestyle.
- Social Security pays a monthly income that starts when you retire and lasts for your lifetime.
- **Your monthly income, called your Primary Insurance Amount (PIA)**, is based on your earnings during your working life, and assumes you start payments at your full retirement age — the age you are eligible for 100 percent of the Social Security benefit.
- You may continue to work and still get Social Security benefits:
 - If you are younger than your full retirement age, federal law **limits how much you can earn without reducing your benefit amount** (\$17,640 in 2019).
 - Once you reach your Social Security full retirement age, your Social Security benefits will not be reduced by work earnings.

- **Your monthly payment is determined by your age when you start receiving Social Security.** Payments may start between ages 62 and 70. If you start payments before full retirement age, your monthly benefit will be reduced. If you start payments after your full retirement age, your monthly benefit will be increased. The earlier you retire, the greater the reduction; the later you retire, the greater the increase, as shown below.

ESTIMATING YOUR SOCIAL SECURITY BENEFIT							
Year of birth	1943–1954	1955	1956	1957	1958	1959	1960 + later
Full retirement age (years + months)	66	66+2	66+4	66+6	66+8	66+10	67
Age Social Security starts:	ESTIMATED PERCENTAGE OF PIA BASED ON AGE BENEFITS START						
62	75%	74.16%	73.33%	72.5%	71.66%	70.83%	70%
63	80	79.16	78.33	77.5	76.66	75.83	75
64	86.66	85.55	84.44	83.33	82.22	81.11	80
65	93.33	92.22	91.11	90	88.88	87.77	86.66
66	100	98.88	97.77	96.66	95.55	94.44	93.33
67	108	106.66	105.33	104	102.66	101.33	100
68	116	114.66	113.33	112	110.66	109.33	108
69	124	122.66	121.33	120	118.66	117.33	116
70	132	130.66	129.33	128	126.66	125.33	124

Go to socialsecurity.gov/myaccount to:

- Find out if you qualify for Social Security.
- See your estimated Social Security benefits.
- See your earnings record used to calculate your benefits.

DOCUMENTS FOR SOCIAL SECURITY

Here is a list of documents you might need to apply for Social Security (and/or Medicare):

- Social Security number
- Birth certificate
- W-2 form(s) or self-employment tax return from last year
- Spouse's birth certificate, if spouse is applying for benefits on your work record
- Marriage certificate, if spouse is applying for benefits on your work record
- Military discharge papers, if you had military service
- Children's birth certificates, if they are applying
- Proof of U.S. citizenship or lawful alien status, if you (or a family member applying) were not born in the U.S.
- Your bank name and account number, so your benefits can be directly deposited into your account.

When you apply, the Social Security Administration (SSA) will let you know if other documents are needed. They require original documents or copies certified by the issuing agency and will make copies then return the originals to you.

Sources for birth and marriage records

- Contact the Department of Health or Department of Vital Statistics in your state or country of birth.
- See the National Center for Health Statistics website, which lists where to write for U.S. birth and marriage records: cdc.gov/nchs/w2w.htm.
- Visit vitalcheck.com (online service).

TO DO:

- **Research your options.**
 - Determine your current or projected Social Security retirement benefit.
 - Visit your local Social Security office to talk to someone about your options. Find the address online at socialsecurity.gov/locator or in your phone book.
 - Call the SSA at 800-772-1213 or 800-325-0778 (TTY)
 - Go online to ssa.gov
 - Consider the best time to start your Social Security retirement benefits:
 - Before your Social Security normal retirement age and receive a reduced benefit or wait and receive a higher benefit?
 - Continue to work and, if so, will your Social Security payments be reduced?
- **Gather any documents needed.** It can take up to six months to have a birth certificate or marriage license reissued; plan ahead if you don't have originals.
- **Apply for Social Security benefits** — file an application with the SSA at least two months before you want to start receiving payments.
 - Visit your local Social Security office. Find the address online at socialsecurity.gov/locator or in your phone book.
 - Call the SSA at 800-772-1213 or 800-325-0778 (TTY)
 - Apply online at socialsecurity.gov/applyonline.

APPLYING FOR SILVER PASSPORT

Cedars-Sinai offers a way to continue or extend some benefits for long-time employees upon retirement through Silver Passport. You're eligible for Silver Passport if you retire from Cedars-Sinai employment as a benefits-eligible employee:

- Age 55 to 64 with at least 20 years of Cedars-Sinai employment,* or
- Age 65 or older with at least 15 years of Cedars-Sinai employment.*

* Employment does not need to be continuous to count.

Silver Passport benefits include:

- **Medical coverage until age 65.** You can purchase medical coverage for you and your eligible family members (Cedars-Sinai pays \$15 per month toward your premium).
- **Medicare subsidy age 65 and after.** Cedars-Sinai pays \$180 a year to help defray your Medicare premiums and other out-of-pocket medical expenses.
- **Dental coverage.** Cedars-Sinai pays 100 percent of the Delta Dental PPO plan premium for you and your eligible family members.
- **Life insurance.** Cedars-Sinai provides you with term life insurance coverage and pays 100 percent of the premium. The amount of coverage depends upon your age:

Age	Insurance amount
55-69	\$10,000
70-74	\$7,000
75-79	\$5,000
80 and older	\$3,000

- **Retiree services badge.** So that you can continue to use Cedars-Sinai facilities, the Security Department issues you a special badge.
- **Parking pass.** Come back and visit anytime — it's on us. You can get a parking pass for Lot 4 from the Cedars-Sinai Parking Office once you receive your retiree services badge from the Security Department.
- **Gift from O.C. Tanner.** Another way Cedars-Sinai shows appreciation is with a gift from the O.C. Tanner catalog.

TO KNOW:

- If you qualify for Silver Passport, soon after you leave Cedars-Sinai employment a Silver Passport enrollment packet will be mailed to your home address on file.
- Medical and dental plan options may not be the same plans you had when employed at Cedars-Sinai.
- If upon retiring you enroll in Silver Passport, then later return to Cedars-Sinai in a non-benefits-eligible position, you can continue Silver Passport participation.
- Life insurance and gifts are provided automatically.

TO DO:

- **Enroll by the enrollment due date on your enrollment checklist or letter for:**
 - Dental coverage
 - Medical coverage (if under age 65), or
 - Medicare subsidy (if 65 or older).

This will be your only opportunity to enroll for Silver Passport healthcare benefits. If you miss that deadline, you will not be offered these benefits again.

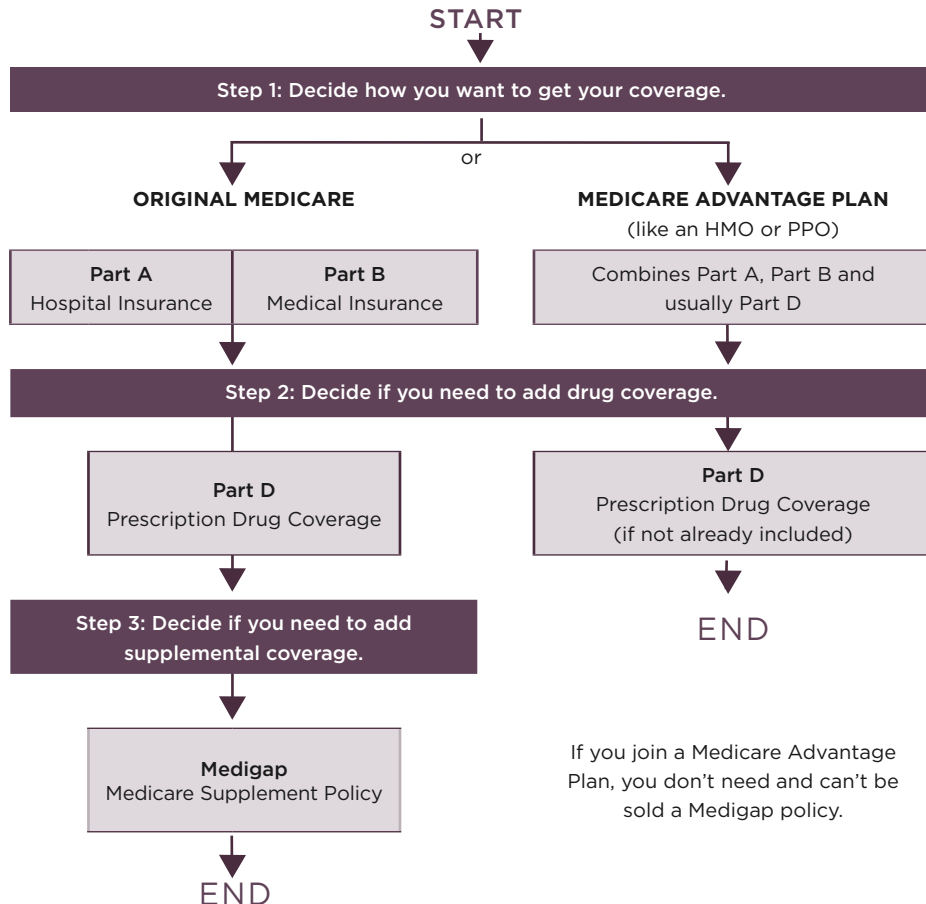
Silver Passport benefits are not vested benefits. Cedars-Sinai reserves the right to amend or terminate any of these benefits at any time for any reason.

APPLYING FOR MEDICARE

TO KNOW:

- Medicare is a federal **healthcare insurance program for people age 65 and older** (or with certain illnesses or disabilities).
- It helps pay for healthcare costs, but it **does not cover most long-term care** (like nursing home care). This summary covers only Medicare for retirees.

You will receive a Medicare information packet about three months before you turn age 65.



ABOUT MEDICARE PARTS

- Each Medicare Part provides different elements of medical coverage. Usually you will have to enroll in Parts A, B, D and a Medigap policy.
- Depending on where you live, you might be able to enroll in a Medicare Advantage Plan (also called Part C), which is a plan that contains all the parts.

Medicare Parts A and B (together referred to as Original Medicare) are available anywhere in the U.S.; you can go to any doctor or hospital that accepts Medicare patients. Original Medicare generally does not cover prescription drugs.

ABOUT HOSPITAL INSURANCE (PART A)

- Helps pay for **inpatient care in a hospital** or skilled nursing facility (following a hospital stay), some home healthcare and hospice care.
- Usually has no monthly premium** if you've worked enough hours to qualify (about 10 years) and enroll during your Initial or Special Enrollment Periods; otherwise, you must pay a monthly premium.
- Has copays for hospitalizations and some services.**

Medicare can start the first of the month you turn 65. You must enroll in each part to be covered.

ABOUT MEDICAL INSURANCE (PART B)

- Helps pay for **physician services, most outpatient hospital services and other medical services and supplies** not covered by Part A.
- Has tiered monthly premiums** based on annual income. 2019 premiums are based on 2017 income:

Income Individual/Married Filing Jointly	Approximate Monthly Premium/Person
- Lowest tier: if less than \$85,000/\$170,000	\$136
- Highest tier: if more than \$500,000/\$750,000	\$461

- Has an annual deductible** — you pay the first \$183 of the charges each calendar year before the medical plan starts paying.
- After you've paid the deductible, **you pay 20 percent (coinsurance)** of Medicare-approved charges for most healthcare services.

ABOUT MEDICARE DRUG PLANS (PART D)

- Help pay for **prescription drugs** (when not hospitalized).
- **Are sold by private companies** (that have Medicare approval)
 - When you enroll, you choose from the Part D plans offered in your area.
 - Medicare D covers prescriptions only from network pharmacies.
- **Part D has a monthly premium** — based on income and plan selected
 - Premiums range from \$15–\$35 a month (in 2019); your premium may be higher if your annual income is more than \$85,000 (or \$170,000 if married filing jointly). You'll also be charged copays at the pharmacy.
- Part D also **has deductibles and coinsurances**, according to the following calendar year schedule (once you've paid up to the amount on the right, you move to the next level).
- This is an illustration of **2019 Standard Medicare Rx Benefits**:



Table from Kaiser Foundation; amounts for non-low-income subsidy enrollees.

ABOUT MEDIGAP POLICIES (ALSO CALLED MEDICARE SUPPLEMENT POLICIES)

- Help **pay some of the healthcare costs (gaps) that Part A and Part B don't cover** (like copays, coinsurance and deductibles).
- Are sold by private companies; the Medigap policy must follow federal and state laws and be clearly identified as "Medicare supplement insurance."
- **Have a monthly premium.**
 - In most states (except Massachusetts, Minnesota and Wisconsin) **you choose from standardized Medigap policies identified by letters A through N.**
 - All plans with the same letter must offer the same benefits.
 - Cost is the primary difference between Medigap policies with the same letter.
- 2019 estimated monthly premiums at age 65 for someone in the medical center's ZIP code (90048) are \$45–\$372.

ABOUT MEDICARE ADVANTAGE (MA) PLANS (PART C)

- Medicare pays **private insurance companies to offer MA plans.**
- They're an optional **alternative to Part A and Part B** (Original Medicare).
 - **You are still on Medicare** if in a MA plan and can switch back to Part A and Part B during future enrollment periods.
 - MA plans can be HMOs, PPOs, special-needs plans, etc.; some cover only network doctors and providers.
 - If you enroll in an MA plan, **you do not need a Medigap policy.**
 - If you enroll in an MA plan that doesn't have prescription drug coverage, you need to enroll for Part D.
- To join an MA plan, **you must be enrolled in Medicare Parts A and B and must continue to pay Part B premiums.**
- Some MA plans have additional benefits (such as extra hospital days, chiropractic care) and charge a **monthly premium (plus the Part B premium).**
- The 2019 estimated monthly MA plan (with prescription drug coverage) premiums are about the same as Part B monthly premiums; **some plans have additional premiums for the extra coverage** (vision, dental, etc.), ranging from an estimated \$10–\$50 per month.

You must enroll in each Medicare Part

Each Medicare Part has a different enrollment deadline — if you miss the enrollment deadline, you'll pay higher premiums. Visit www.medicare.gov for details on enrollment periods, premium, and applicable penalties.

Medicare's Automatic, Initial and Special Enrollment Periods

PENALTY-FREE MEDICARE ENROLLMENT PERIODS

Automatic Enrollment	If you started receiving Social Security retirement benefits before 65, you will automatically be enrolled in Part A and Part B (with the option to decline Part B) with no penalty. You will receive a Medicare information packet three months before you turn 65.
Initial Enrollment	<p>If you're turning 65, you can enroll without penalty during the seven months that begin three months before the month you turn 65, include the month you turn 65, and end three months after the month you turn 65.</p> <p>You will not automatically get a Medicare information packet; you must contact Social Security to request it and sign up.</p>
Special Enrollment	<p>You do not need to enroll in Medicare at 65 if you or your (spouse/ domestic partner) are working and you are enrolled for employer-sponsored coverage (this does not include COBRA, Silver Passport or retiree coverage).</p> <p>Once employer-sponsored coverage ends, to avoid late penalties you have:</p> <ul style="list-style-type: none"> ■ Eight months to enroll in Parts A and B or C ■ 60 days to enroll in Part D.
Medigap Open Enrollment	<p>To avoid late penalties, you have a six-month period starting the day you enroll in Part B to enroll in any Medigap policy sold in your state, even if you have health problems, for the same price as people with good health. Some states may have additional open enrollment rights under state law.</p> <p>If you apply later, there is no guarantee an insurer will sell you a Medigap policy if you don't meet their medical underwriting requirements.</p>

GENERAL MEDICARE ENROLLMENT PERIODS (PENALTIES APPLY)

You may enroll during the following General Enrollment Periods if you miss your penalty-free enrollment periods. Keep in mind:

- You pay higher premiums.
- The longer you go without coverage, the higher the premiums.

Part A or Part B	<ul style="list-style-type: none"> ■ Each year from Jan. 1–March 31 ■ Coverage starts July 1
Part C or Part D	<ul style="list-style-type: none"> ■ Each year from Oct. 15–Dec. 7 ■ Coverage starts Jan. 1
Medigap	<ul style="list-style-type: none"> ■ No General Enrollment Period; apply anytime ■ Medigap insurers can deny covering you based on health status or charge you higher premiums

Once you're enrolled in these Medicare plans, you can switch plans during Medicare's annual election period: Oct. 15–Dec. 7.

ABOUT WORKING AFTER 65

- **You may keep your Cedars-Sinai medical coverage** as long as you are working 20 or more hours a week in a benefits-eligible job.
- You may **be covered by a Cedars-Sinai medical plan** (as a working employee) **and Medicare at the same time.**
- We recommend signing up for Medicare Part A when you turn 65, during your Initial Enrollment Period — even if employed. As long as you’ve worked at least 10 years, there is no premium for Medicare Part A.
- Before signing up for the other Medicare Parts when you turn 65, you’ll need to decide if double coverage is worth the cost:
 - **You’ll pay your share of Cedars-Sinai medical plan premiums plus your Medicare premiums** (Medicare Part B, Medicare Part D and Medigap policies charge a monthly premium).
 - **Your Cedars-Sinai plan and Medicare coordinate benefits** so that the total payment (from both plans) equals the benefit from the plan with the richer benefits. Cedars-Sinai plan is primary (for the working employee, but not spouse) which means it pays your healthcare bills first; Medicare pays only if Medicare covers a higher percentage of the service than the Cedars-Sinai plan. **You still pay the copays and coinsurance** (or uncovered amounts).
- Enrolling in Medicare is a qualified life event; **you may drop your Cedars-Sinai coverage within 30 days** after Medicare coverage starts.
 - If you miss the 30-day deadline, you’ll have to wait until the next open enrollment to drop your coverage (effective July 1).
 - If you drop your coverage during your 30-day qualified life event period, covered family members may continue their coverage on a self-pay basis through COBRA; if you drop coverage during open enrollment, covered family members will not be eligible for COBRA.

ABOUT COBRA AND MEDICARE

Although you could be covered by both COBRA and Medicare, there are drawbacks to enrolling in COBRA if you’re eligible for Medicare:

- Coverage through COBRA is *not* considered coverage as a working employee. If you **enroll in Part B after turning 65 (Initial Enrollment Period), you’ll be penalized with a lifetime of higher Part B premiums.**
- **If enrolling in Medicare after electing COBRA, your COBRA coverage can be terminated.** When you turn 65, our COBRA administrator (TRI-AD) will send you a form asking about other coverage. If you respond you are covered by any part of Medicare, your COBRA coverage will be canceled; otherwise, COBRA benefits will continue for 18 months.
- **If enrolling in Medicare before electing COBRA, double coverage is permitted.** In this situation, you have to enroll in Medicare while covered by the Cedars-Sinai medical plan as an active employee.
- You pay both COBRA premiums and Medicare premiums.
- If you enroll in both COBRA and Medicare and you’re retired, Medicare is primary and pays first; COBRA is secondary.
- For Medicare Part D, the late enrollment penalty does not apply if enrolling in a Medicare drug plan following COBRA coverage, as long as your prescription drug coverage is considered creditable coverage and you enroll within 60 days of losing prescription drug coverage through COBRA. (The prescription drug coverage under Cedars-Sinai medical plans is creditable coverage.)

TO DO:

Start researching your Medicare options at least six months before you want to enroll.

- Medicare mails you a handbook about three months before you turn 65. You can download this booklet at [medicare.gov](https://www.medicare.gov) (search Medicare & You).
- Visit Medicare's website: [medicare.gov](https://www.medicare.gov) for comprehensive information about all items in this summary.

Determine the best time to enroll to make sure your benefits start when you want.

- It takes a few months for your application to be processed.
- If nearing 65 (or older), you may want to enroll a few months before you retire so your Medicare coverage starts the first day of the month after your Cedars-Sinai coverage ends.
- If you enroll during or after the month you turn 65, your Medicare coverage start date will be delayed up to three months.
- You should also consider when you plan to stop working and when you will lose your coverage as an active employee (your Cedars-Sinai healthcare coverage ends the last day of the month you leave), to avoid penalties for late enrollment.

Gather any documentation needed to enroll.

If you work past age 65, when you apply for Medicare Part B, you'll need to provide evidence that you're not enrolling late and you're eligible for lower premiums (called evidence of creditable coverage).

For evidence of creditable coverage, contact the MBC HR Employee Benefits Help Desk. They can complete the employer portion of Medicare Form CMS-L564 (showing periods you were covered by a Cedars-Sinai medical plan), which you can submit to Medicare as evidence of creditable coverage. If you're still employed and covered by a Cedars-Sinai medical plan, let the representative know your anticipated last day of employment.

Enrolling for Medicare

You can enroll for Medicare online at [medicare.gov](https://www.medicare.gov) or by visiting your local Social Security office.

- Phone: 800-633-4227 (Medicare)
800-772-1213 (Social Security)
- Web: [medicare.gov](https://www.medicare.gov)

■ **Enroll in Medicare Part A.** Sign up for Medicare Part A when you turn 65 (during your Initial Enrollment) — even if you're still employed and covered by a Cedars-Sinai medical plan and/or don't plan to start Social Security payments yet.

■ **Enroll in Medicare Part B.**

■ **Enroll in a Medicare Drug Plan/Part D or a Medicare Advantage Plan (Part C)** during your Initial Enrollment Period or Special Enrollment Period.

■ **Enroll in a Medigap policy**, as long as you're not enrolling in a Medicare Advantage Plan.

Personalized Medicare assistance

While employed at Cedars-Sinai, you can get personalized assistance deciding when to start Medicare and which options are best for you from:

Health Insurance Counseling and Advocacy Program (California)

- Phone: 800-434-0222
- Web: [cahealthadvocates.org](https://www.cahealthadvocates.org)

State Health Insurance Assistance Programs (SHIP)

- Phone: 800-633-4227 (Medicare)
- Web: [medicare.gov/contacts](https://www.medicare.gov/contacts)
(Select your state and click topic of interest: Help with my Medicare options and issues.)