B-base Faculty and Nine (9) month pay Employees  
Employee Benefits  

**Retirement during Summer Months**  
The designated retirement date must be a scheduled work day and the employee must be present on the last day.  

Benefits will end the month following retirement for Faculty and P&S Staff. See “Retiree Checklist” for specific retirement information:  [http://www.hrs.iastate.edu/hrs/node/473/attachment](http://www.hrs.iastate.edu/hrs/node/473/attachment)  

Please **meet with a Benefits Consultant to discuss benefits prior to your retirement.**  

**Resignation during Summer Months**  
1. For all Faculty and P&S Staff resigning during a summer month, **benefits will end** according to the following schedule:  

<table>
<thead>
<tr>
<th>If last working day is in the following month:</th>
<th>May</th>
<th>June</th>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any ISU life, disability coverage or flex spending ends:</td>
<td>May 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>June 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>July 31&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>ISU medical, dental, and/or vision coverage ends:</td>
<td>June 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>July 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>August 31&lt;sup&gt;st&lt;/sup&gt;</td>
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</tbody>
</table>

2. If a May or June termination is reported after the May or June payroll deadline and multiple deductions were taken; there will be a correction made to end the coverage on the correct date and any refunds will be processed.  

3. **EXCEPTION to the above for certain Faculty only:**  
   a. **Tenured, Tenure-track, or Adjunct Professors** whose employment at ISU terminates between May 15<sup>th</sup> and August 31<sup>st</sup> and do not have any other group insurance plan during this period, may request to continue coverage through the summer months.  
   b. **Written request must be received by the ISU Benefits office by May 15<sup>th</sup>.**  
   c. Upon request by deadline and if eligible, Iowa State University will maintain coverage and pay ISU’s share of the benefits premiums.  

4. **COBRA** - Continuation of coverage after benefits end is available for vision, health care flexible spending account, medical, and/or dental coverage. Please review the COBRA Overview for specific information:  [http://www.hrs.iastate.edu/hrs/node/560/attachment](http://www.hrs.iastate.edu/hrs/node/560/attachment)  

5. **Long-Term Care insurance** – Employees currently paying for this insurance with a payroll deduction should contact the appropriate company, Genworth (800-416-3624) or John Hancock (888-999-4563) to request ending payroll deduction.  

6. **Address Update** – If you move following resignation/retirement, you may update your address through your AccessPlus portal or by contacting the ISU UHR Service Center at 1-515-294-4800. The addresses will be used to send tax documents and other necessary follow up.