



LOYOLA MEDICINE

We also treat the human spirit.®

To: House Staff

From: Loyola University Medical Center - HR Benefits

**Re: Continuation of Basic Life Insurance Benefits &
COBRA Information**

Please accept this letter as notification that your health, dental, vision, and/or flexible spending healthcare account coverage **will be ending at the end of the pay period that your employment ends.** Within 7-14 days of your employment end date, you will receive your COBRA packet of information. Your COBRA information will come from Wage Works. By enrolling in COBRA, you will have the opportunity to continue your health, dental, vision, and/or flexible spending healthcare account coverage beyond your employment end date. **Please be advised, enrolling in COBRA is time sensitive so make sure to immediately review your COBRA packet as soon as it arrives.**

In addition, you have the option to convert your LUMC Basic Life Insurance policy to an individual policy. **Converting your life insurance is also time sensitive,** therefore, if you are interested, please complete the enclosed application and return it back to UNUM immediately.

If you have questions about the cost associated with converting your life insurance coverage, please contact Unum directly at 1-800-421-0344. Once you receive your COBRA packet, you can contact Wage Works directly with any questions. All other questions can be directed to the Benefits Department at 708-216-9401.

Loyola University Medical Center
Human Resources Benefits Department