

Leaving CML

The below checklist is designed to help you navigate through the employment separation process. For additional information, please review the Separation of Employment Policy in the Employee Handbook.

- Written notice should be submitted to the employee's immediate supervisor and should indicate the employee's last day of employment. The supervisor should forward the written resignation or retirement notification to Human Resources. Employees are encouraged to provide a two weeks' notice.
- If necessary, update your contact information in **ADP** (mailing address and email) so we can mail your W2 and other tax documents.
- Write down ADP's phone number should you need assistance logging into your account (1-855-547-8508). You will have access to your tax and pay statements in ADP after you leave CML.
- Are you planning to elect **COBRA**? Be on the lookout for information from **HealthEquity/WageWorks** with instructions on how to enroll. COBRA paperwork will be mailed to your home address on file in ADP. You will have 60 days to decide if you want coverage. If you do elect it, coverage will be retroactive to your last day worked with CML.

Important Information to Keep in Mind:

- All CML benefits end on your last day worked.
- Your PTO will be paid in accordance to the Paid Time Off Policy. CML will not defer PTO to other employers in lieu of a payout.
- Employees are allowed to have one day of PTO in their last week, this can be your last day. If your last day is a CML paid holiday, you will not receive Holiday pay and must use PTO instead.
- CML will not deduct for medical, dental and vision benefits on your last check.
- If you have group or voluntary life insurance coverage through CML, you may be able to port or convert the coverage to an individual policy. Please contact payrollbenefits@columbuslibrary.org if you are interested.
- You will receive a Benefit Summary letter via email or mailed to your home with information regarding all your benefit plans.

