

Continuation of Benefits Upon Separation of Employment

1. Employee benefits end effective the last day of the month in which the employee terminates employment.
2. If continuation of benefits is desired please contact the Benefits Department at (314) 977-2461.
3. The Electronic Personnel Action Form (EPAF) separating the employee is completed by the supervisor and sent to the HRIS Office.
4. The HRIS Department provides the Benefits Department a copy of the Separation EPAF.
5. The Benefits Department will mail out a Cobra Letter to employees who are leaving the University upon receipt of the Separation (EPAF).
6. The former employee has (60) days from the date of receipt of the Cobra Notification Letter to re-enroll in their Medical Plan under Cobra Law.
7. The former employee has (45) days from the date of re-enrollment in the Medical Plan to pay all back premium payments to the Benefits Department.