

Departing Employee Checklist

Please use this checklist as you prepare to leave your employment with NHRMC:

- Provide your supervisor with adequate notice. Please refer to the ["Termination of Employment"] [link to policy] policy for notice requirements.
- Make sure your contact information, including address, is up to date in Employee Self-Service. For instructions, please click [here]. [link to pdf]
- Read the "Departing Employee" section of the NHRMC Benefits website carefully.
- Decide if you want to continue your medical, dental, vision and flexible spending benefits through COBRA. Understand your rights and responsibilities.
- If you are enrolled in Trustmark Whole Life Insurance, please call Trustmark at 1-800-514-3446 to make arrangements for payment of premiums.
- If you require a Certificate of Creditable Coverage, please contact the NHRMC Benefits Team at 910-667-6000.
- Retirees and their spouses are eligible for membership in the Employee Fitness Center. Please review eligibility details and deadlines to join or continue your membership here: <https://www.nhrmc.org/employees/fitness-center/eligibility>.
- Arrange to return any NHRMC property as well as keys, phones, pagers, and ID badges to your supervisor on your last of work.

If, after reviewing the "Departing Employee" section of the NHRMC Benefits website carefully, you have questions, please contact the NHRMC Benefits Team at 910-667-6000, Monday through Friday 8:00 a.m. to 5:00 p.m.