

## Veolia North America Offboarding/Separation of Employment Information Sheet for Non-Union & Union Employees

The following information is related to your separation from Veolia North America. Please note specific contact information for each topic is provided. Unless otherwise indicated, general questions can be directed to the Veolia Payroll Shared Services Center, 125 84th Street, Suite 175, Milwaukee, WI 53214, Phone: (800) 646-4601, Fax: (414) 395-8186, Email: [PayrollSSC@veolia.com](mailto:PayrollSSC@veolia.com)

<b>Final Paycheck: Union &amp; Non-Union Employees</b>	Your final paycheck will include actual hours worked through the last day of work and any paid time-off due to you. You will receive your final paycheck via the avenue you receive regular paychecks (live check or direct deposit), contingent upon your state's final paycheck laws. If you are registered in iPay, you can continue to access pay information following your separation date; you will need to update your contact information to reflect your personal email and home address.
<b>Union Employees Only</b>	The termination of benefits for all union employees will vary by the terms of each Collective Bargaining Agreement (CBA). For information on the termination of benefits, contact your steward, business manager, or project manager. PTO balance payouts may vary by union contract (CBA).
<b>BENEFITS &amp; PAYROLL INFORMATION</b>	
<b>Medical, Prescription, Dental, Vision, and Employee Assistance Program (EAP)</b>	Medical, Prescription, Dental, Vision, and EAP coverage each terminate on the last day of the month in which your separation occurs. You will be eligible to enroll for continuation of coverage in accordance with COBRA terms and conditions which go into effect the first of the month following the month of separation, pending benefit election and receipt of payment. You will receive a COBRA notification letter within 30 days of your separation date.
<b>Hospital Indemnity, Accident, and Critical Illness</b>	Hospital Indemnity, Accident, and Critical Illness coverage each terminate on the last day of the month in which your separation occurs. You may contact Aflac to continue your coverage and make payments directly.
<b>401(k) Savings Plans</b>	A few business days after your termination, you will receive account information in the mail from Fidelity. It will inform you of the options you have with your account. If no action is taken before the end of the quarter following 90 days from when your termination information was mailed to you, the following will happen: <b>1</b> ) if your account balance exceeds \$5,000 (excluding rollover amounts and loan balances), your balance will remain in the Company's 401(k) Plan. <b>2</b> ) If your balance is less than \$1,000, your balance will be distributed in a lump sum to you or <b>3</b> ) if your balance is more than \$1,000 to less than \$5,000, the funds will be rolled over into a Fidelity IRA. Outstanding loan balances are due and payable within 90 days of your last day worked and will be deemed distributed (considered a distribution and taxable) if you take a distribution before paying off your loan or if the loan is not paid before the 90 days.
<b>Sequoia Stock Purchase Plan</b>	Upon termination from Veolia Environment or its affiliates, your investment in the Sequoia stock purchase plan becomes eligible for release even if your investment has not yet reached the end of the five year "lock-in" period. To confirm your exit from the plan, visit <a href="https://yourveoliabenefits.com/index.php/sequoia-employee-stock-purchase-plan/">https://yourveoliabenefits.com/index.php/sequoia-employee-stock-purchase-plan/</a> or contact ComputerShare.
<b>Life and AD&amp;D Insurance</b>	Coverage terminates on your last day of work. MetLife sends a package outlining life insurance portability and conversion options and the associated cost at market rates. You have 31 days from your termination date to reply directly to MetLife to apply for continued life insurance coverage.
<b>Long-Term Care</b>	Coverage terminates on your last day of work. You may contact CHUBB to continue your coverage and make payments directly.
<b>Flexible Spending Accounts (FSAs)</b>	If you are enrolled in a Health and/or Dependent Care FSA, coverage ends as of your termination date. You have 90 days from your termination date to submit eligible claims incurred through your (FSA) termination date for reimbursement. You may elect to continue participation in the Health FSA on an after-tax basis through COBRA until the end of the current plan year.

<b>Health Savings Accounts (HSAs)</b>	You may keep your Health Savings Account at Fidelity and continue to withdraw funds for eligible expenses. The bank may charge you a monthly admin fee. To transfer your HSA to another bank, please contact Fidelity.
<b>Short-Term &amp; Long-Term Disability</b>	Short-term and long-term disability coverage terminates on your last day of work. If you are receiving Long term disability benefits, benefits will continue in accordance with the terms and conditions of the plan.
<b>Legal Assistance</b>	Coverage terminates on your last day of work. You may contact MetLife Legal to continue your coverage and make payments directly.
<b>Identity Theft Protection</b>	Coverage terminates on your last day of work. You may contact Allstate Identity Protection to continue your coverage and make payments directly.
<b>Purchasing Power</b>	If you have yet to pay off a product purchased through Purchasing Power by your last day of work, you will automatically continue payments via the alternative payment method you chose when you initially registered your account.
<b>Travel Expenses &amp; Advances</b>	If you have outstanding expenses, submit them through Coupa before your termination date. Upon reconciliation, you will be reimbursed any amount due to you or if money is due the Company, that amount will be deducted from your last paycheck.
<b>Vacation, Floating Holidays, &amp; Sick Days</b>	Accrued, unused vacation, floating holidays and sick time will not be cashed out and is forfeited upon separation of employment, unless otherwise required by applicable law.
<b>Education Assistance</b>	You may be reimbursed or required to re-pay previous reimbursements in accordance with Company policy guidelines.
<b>Worker's Compensation</b>	Any and all claims for work-related injuries/illnesses should have been reported and accounted for prior to separation.
<b>Unemployment Claims</b>	Contact your state's unemployment office for unemployment eligibility.

<b>PROVIDER CONTACTS</b>		
<b>BENEFIT</b>	<b>PHONE NUMBER</b>	<b>WEBSITE</b>
<i>General</i>		
Veolia Benefits Center	(844) 690-0918	<a href="http://yourveoliabenefits.com">yourveoliabenefits.com</a>
<i>Medical</i>		
UnitedHealthcare	(866) 747-1020	<a href="http://myuhc.com">myuhc.com</a>
Kaiser Permanente	(800) 464-4000	<a href="http://kp.org">kp.org</a>
Hawaii Medical Service Association	(800) 776-4672	<a href="http://hmsa.com">hmsa.com</a>
<i>Prescription</i>		
Express Scripts	(888) 792-7276	<a href="http://express-scripts.com">express-scripts.com</a>
<i>Dental</i>		
Delta Dental of Illinois	(800) 323-1743	<a href="http://deltadentalil.com">deltadentalil.com</a>

Aetna DMO	(877) 238-6200	<a href="http://MyAetnaWebsite.com">MyAetnaWebsite.com</a>
<u>Vision</u>		
Vision Service Plan (VSP)	(800) 877-7195	<a href="http://vsp.com">vsp.com</a>
<u>COBRA</u>		
Wex	(844) 690-0918	<a href="https://www.mypremiumbill.com/">https://www.mypremiumbill.com/</a>
<u>Hospital Indemnity, Critical Illness, &amp; Accident Insurance</u>		
Aflac	(800) 433-3036	<a href="http://aflacgroupinsurance.com">aflacgroupinsurance.com</a>
<u>FSA &amp; Parking, &amp; Transit</u>		
WEX	(844) 690-0918	<a href="http://myfsaexpress.com">myfsaexpress.com</a>
<u>HSA</u>		
Fidelity	(800) 835-5095	<a href="http://netbenefits.com">netbenefits.com</a>
<u>Short-Term Disability, Long-Term Disability, &amp; Family/Medical Leave</u>		
Lincoln Financial	(844) 247-4446	<a href="http://mylincolnportal.com">mylincolnportal.com</a>
<u>Life Insurance</u>		
MetLife	(800) 638-6420	
<u>AD&amp;D Insurance</u>		
MetLife	(800) 638-6420	
<u>Employee Assistance Program (EAP)</u>		
Magellan Health	(800) 324-8914	<a href="http://magellanhealth.com/member">magellanhealth.com/member</a>
<u>Legal Assistance</u>		
MetLife Legal	(800) 821-6400	<a href="http://info.legalplans.com">info.legalplans.com</a>
<u>Identity Theft Protection</u>		
Allstate Identity Protection	(800) 789-2720	<a href="http://www.myaip.com">www.myaip.com</a>
<u>Purchasing Power</u>		
Purchasing Power	(888) 923-6236	<a href="http://veolia.purchasingpower.com">veolia.purchasingpower.com</a>
<u>401(k) Savings Plans</u>		
Fidelity	(800) 835-5095	<a href="http://netbenefits.com">netbenefits.com</a>
<u>Sequoia Stock Purchase Plan</u>		
ComputerShare	(866) 490-6059	<a href="http://computershare.com">computershare.com</a>
<u>Long Term Care</u>		
Chubb	(844) 773-0283	