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OFFICE OF THE VICE PRESIDENT

WASHINGTON

December 10, 1980

MEMORANDUM FOR THE VICE PRESIDENT'S STAFF

FROM: Sue Cockrell
SUBJECT: Staff Departure Procedures

Clearing the White House & OEOB

Pick up a clearance form from me on your last duty day. You will have to visit six (6) different offices - so plan on a couple of hours. After the different offices have signed off on your form, return it to me.

Withdrawal of Retirement Deductions

As soon as you know your departure date, get the form from me, complete it and return it to me. I will forward it to the respective personnel offices.

PLEASE ALLOW AT LEAST 6 WEEKS FOR RECEIPT OF YOUR CHECK

Health Benefits Conversion

Senate Personnel

1. A health benefits conversion form will be sent to you by the Senate Disbursing Office. Senate personnel departing on 19 January are covered through the month of February for health benefits. You must send this form to your individual health insurance company for conversion to an individual plan. If you are re-employed by the government, you can elect to enroll in a group health plan.
2. If you are leaving earlier than 19 January and want to know your exact grace period coverage (normally 31 days after departure) call Senate Disbursing at 224-3205.

Executive Personnel

1. Let me know as far in advance as possible of your departure date, forward me your retirement withdrawal form and I will send the paperwork to personnel.
2. Personnel will mail you your health benefits conversion form which you will have to send to your individual insurance company. If you depart in the middle of a pay period, your insurance coverage will continue through the end of the pay period and the 31-day grace period goes into effect after the end of the pay period.
3. If you are transferring to another government agency, your group health insurance will transfer with you.

Last Paycheck

Senate

If you stay until 19 January, your last paycheck will be on February 5.

If you depart earlier than 19 January, please check with Senate Disbursing, 224-3205 to find out when you will receive your last check.

Executive

If you stay until 20 January, your last paycheck will be on 30 January. If you leave earlier, please check with Payroll, ext. 3584 to find out when you will receive your last check.

Your unused annual leave payment should be included in your last paycheck.



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