



Notice to Employee Leaving the Company

Important Contacts

- » **Final Pay and Address Change:** Final pay will be received in the usual method on the next scheduled pay date or following applicable state guidelines. You may access myADP for pay stubs and W-2s for up to three years. Visit <https://my.adp.com> to update your address and contact information.
- » **Benefits:** Benefits are effective through the end of the month in which you separate employment. This summary is for your convenience only and not intended as a binding agreement or document. Plan provisions and regulations will always supersede this information.
 - › **Reminders:**
 - PayFlex will continue to manage Health Savings Account after your separation
 - You have 90 days to submit Health Care and Dependent Care FSA claims for services rendered before your separation with PayFlex
- » **Health Coverage Continuation (COBRA):** PayFlex will send information to assist you with continuation of your medical, prescription, dental, and vision plans for up to 18 months after separation. This information will be mailed to your home address in approximately two weeks after your separation date.
- » **Company Property:** Company property must be returned at time of employment separation. Otherwise, Carlisle may take action to recoup any replacement costs and/or seek the return of company property through appropriate legal recourse.

COBRA Rates

Medical Monthly Premiums	Carlisle HRA Medical Plan	Carlisle HSA Medical Plan (HSA)	Carlisle Medical Plan
Beneficiary Only	\$740.48	\$659.65	\$659.65
Beneficiary and Children	\$1,406.95	\$1,253.35	\$1,253.35
Beneficiary and Family	\$2,221.51	\$1,978.96	\$1,978.96
Beneficiary and Spouse	\$1,555.07	\$1,385.30	\$1,385.30
Beneficiary and Child	\$1,406.95	\$1,253.35	\$1,253.35

Monthly Premiums	Cigna Dental (3337768)	EyeMed Vision (9830738)
Beneficiary Only (*)	\$27.07	\$7.15
Beneficiary and Spouse	\$54.12	\$13.59
Beneficiary and Child(ren)	\$56.82	\$14.30
Beneficiary and Family	\$83.88	\$22.00

Coverage	Contact	Phone
Medical	Aetna	866-276-5125
Dental	Cigna	800-244-6224
Vision	EyeMed	866-723-0514
Spending Accounts (Health Savings Account, Flexible Spending Accounts)	PayFlex	888-678-8242
Life and Accidental Death & Dismemberment	Prudential	877-367-7781
Retirement	Principal	800-547-7754
Stock Options	UBS Financial Services	914-287-6075
Employee Stock Purchase Plan	AST Equity Plan Solutions	866-709-7704
COBRA	PayFlex	888-678-7835