



**U.S. BENEFITS INFORMATION SHEET
TERMINATION OF EMPLOYMENT
(Applies to Voluntary and Involuntary Terminations)**

Benefit	When Coverage Ends
Basic Life / AD&D; Voluntary Life; Voluntary AD&D	Coverage ends on your termination effective date. If you are currently covered, you have thirty-one (31) days from your term effective date to port or convert your coverage. Contact the vendor to request a conversion / portability application packet.
Deferred Comp Plan (DCP)	The DCP will pay out according to plan rules. Regardless of your distribution option(s) , if your vested balance is \$10,000 or less, you will automatically receive a lump sum payment on the 1 st of the month following six (6) months after your termination effective date.
Disability (Short-term / Long-term)	Coverage ends on your termination effective date. If you are currently receiving disability benefits, you may be eligible to continue receiving them. Contact the Disability vendor.
Employee Assistance Program (EAP)	EAP is available for the length of time you are eligible for COBRA, generally 18 months. If you have an additional qualified event, it could be extended for up to 36 months.
Health Benefits (medical, Rx, dental, vision)	Coverage ends on the last day of the pay period in which your termination effective date occurs. Approximately 3-5 business days after your active coverage ends, a COBRA packet is generated and sent U.S. mail to your address of record. You and your enrolled dependents may continue your health benefits for a specified period under COBRA. Contact the COBRA vendor directly for questions.
Health Savings Account (HSA)	If there are available funds in your HSA , you may access those funds for eligible expenses. Your HSA will no longer be an employer-sponsored HSA and will be converted to a retail account. Contact the HSA administrator for any questions.
Healthcare Flexible Spending Account (FSA)	Upon your termination effective date, your FSA debit card is deactivated. Any submissions for reimbursement must be made via a claim form. You may continue the Healthcare FSA under COBRA through the remainder of the year during which you terminated employment. Contact the FSA administrator with any questions.
Long Term Incentive (LTI) Plan Awards – Legacy ODP	All prior Time-Vested RSU grants have been converted to cash. If your role is eliminated as part of a Reduction in Force (RIF), any unvested portion of these cash-settled Time-Vested RSU awards will fully vest as of your termination date. Payment will be made within 30 days of termination, or as soon as practicable thereafter, in accordance with the terms of the applicable plan(s). There are no outstanding PSUs.
Paid Time Off (PTO)	If you work in a state that follows the PTO Accrual Policy: If eligibility has been met, you will be paid for all unused, accrued hours. If you work in a state that follows the PTO Front-Load Policy: Any unused PTO is forfeited and not paid upon termination of employment, except as outlined below:

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	If you work in Illinois, Louisiana, Maine, Massachusetts, New Mexico, North Dakota or Wyoming, or if you work in Rhode Island and have been employed for more than one (1) year, the Company will pay out the actual amount of accrued and unused PTO at your base rate of pay, unless otherwise required by law. <u>Position Eliminations/Staff Reductions/Location Closings</u> If your termination is a result of position elimination, staff reduction or location closing, the PTO balance (if any) will be pro-rated based on the effective termination of employment date (except for those states listed in the bullet above, which receive payout of all accrued and unused PTO). If you have already used the pro-rated annual allotment, you will not receive any PTO payout.
Retirement Savings Plan 401(k) - Plan # 20863	To request a withdrawal or rollover of your eligible account balance, contact the 401(k) administrator <u>no earlier than 3 weeks after your termination of employment date.</u> If you have an outstanding loan, you have the option to pay it in full in a lump sum. Contact the 401(k) administrator with any questions.
Sick Hours	Sick hours are not paid out upon termination of employment except where required by law.
Voluntary Benefits (Auto/Home/Pet)	Voluntary benefits are managed through direct payment to the carriers. You may be eligible to continue receiving group rates upon termination of employment. Contact the carriers directly for questions or further information. - Travelers Insurance Auto/Home: (888) 695-4640 - Farmers Insurance Auto/Home: (855) 893-2803 - Liberty Mutual Auto/Home: (800) 290-3584 - Nationwide Pet: (855) 672-7093

* To the extent that this Information Sheet conflicts with the official Plan documents and/or insurance policies, the Plan documents and policies will govern.

IMPORTANT CONTACT INFORMATION

After termination of employment, it is your responsibility to make address changes directly with vendors.

Questions? Contact the Benefits Team at BenefitsTeam@theodpcorp.com.

Resource	Carrier	Phone	Website
401(k) Service Center	Fidelity Investments	888-954-4636	Netbenefits.com/ODP
Benefits Enrollment	myBenefitsHub / bswift		odp.bswift.com
COBRA Continuation Coverage	bswift	866-365-2413	odp.bswift.com
Dental	Delta Dental	800-521-2651	Deltadentalins.com
Direct Billing (Invoicing while on LOA)	bswift	866-365-2413	odp.bswift.com
Diabetes Management – UMR plans	Livongo/Teladoc	800-945-4355	join.livongo.com/ODP (Registration Code: ODP)
Employee Assistance Program (EAP)	Magellan Healthcare	800-789-2273	Member.MagellanHealthcare.com Company Search: The ODP Corporation
Flexible Spending Accounts (FSA)	Inspira Financial	844-729-3539	Inspirafinancial.com
Health Savings Account (HSA)	Inspira Financial	844-729-3539	InspiraFinancial.com
ID Theft Protection	LegalShield	888-807-0407	Benefits2.legalshield.com/ODP
Legal Services Plan	LegalShield	888-807-0407	Benefits2.legalshield.com/ODP
Life Insurance/AD&D Claims	Voya	888-238-4840	https://presents.voya.com/EBRC/ODP
Life Insurance Portability/Conversion (within 31 days of termination date)	Voya	866-760-3610	voyakeepmycoverage.com
Long Term Disability	Voya	888-973-3652	https://presents.voya.com/EBRC/ODP
Medical – UMR Plan Advisor Ongoing Condition CARE Maternity CARE Specialist Care Advocate RxBenefits (Prescriptions) Virtual Physical Therapy	UMR UMR UMR UMR RxBenefits Hinge Health	800-207-3172 844-604-6246 844-604-6244 833-792-0501 800-334-8134 855-902-2777	www.umar.com www.umar.com www.umar.com www.umar.com customercare@rxbenefits.com help@hingehealth.com
Medical – Surest	Surest	866-683-6440	https://surest.care/ODP
Medical – HMSA	HMSA HI	800-776-4672	Hmsa.com
Medical - KAISER	Kaiser CA	800-464-4000	Kp.com
Short-Term Disability	Voya	888-973-3652	https://presents.voya.com/EBRC/ODP
Short-Term Disability Buy-Up	Voya	888-973-3652	https://presents.voya.com/EBRC/ODP
State Disability (HI, NY, NJ)	Voya	888-973-3652	https://presents.voya.com/EBRC/ODP
Teladoc Virtual Visits (UMR plans)	Teladoc	800-835-2362	Teladoc.com
Vision	VSP	800-877-7195	Vsp.com
Voluntary Supplemental Benefits (Accident, Critical Illness, Hospital)	The Hartford	866-547-4205	Myhealthhub.app/thehartford
Voluntary Work/Life Benefits • Auto/Home Insurance • Pet Insurance	• Travelers • Farmers • Liberty Mutual • Nationwide Pet	888-710-3493 855-828-0187 800-290-3584 877-738-7874	• Discount Code: 2444 • Discount Code: BBT • Client Code: 124804 • Benefits.petinsurance.com/ODP