

# Voluntary Separation Program Information – VSL B

*This message is being sent to employees who participate in the Voluntary Separation Leave Program B and have a September 1, 2022 separation date*

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This guide is meant to help you transition from leave status to separation from United. It includes information on your health and retirement benefits, travel privileges, and important information like contacts and support. Please be sure to save and/or print this guide for easy reference in the future.

## Benefits

### Health coverage

#### **If you had active coverage during your pre-separation leave:**

- Your active coverage will end on August 31, 2022 (this includes any active coverage you may have including medical, dental, vision, life insurance, supplemental insurance, etc.). You can find a full list of each benefit, and which ones can be transferred to individual policies upon separation, in the Help Hub [FAQs](#).

Once your pre-separation leave ends and you are separated, you will have the opportunity to elect medical coverage for the remainder of 2022. Depending on your age at separation, that could be COBRA coverage, pre-65 coverage, bridge, or post-65 coverage. Annual enrollment elections for 2023 retiree medical and/or COBRA coverage will be October 10 through October 28. More information will be sent closer to annual enrollment to your home address on file.

- If you do not make a retiree medical election (pre-65, bridge, or post-65 coverage, if applicable), you will automatically be enrolled into retiree coverage retroactive to September 1 after the election window closes. You must be enrolled in a United-sponsored medical plan at the time of your separation/retirement to be eligible.
- Regardless of what coverage you are eligible for, your enrollment opportunity will be available on Your Benefits Resources (YBR) within a few days following your separation/retirement, and you will have 45 days to elect your retiree coverage (if you're enrolling in COBRA, you'll have 60 days). Due to the Labor Day holiday, please wait until September 6 to log on to YBR to begin making your elections.
- Although you will not be able to elect your coverage until a few days after your separation, there will be no lapse in coverage. Since the last day of your pre-separation leave is August 31, 2022, if you make your elections later in September or early October, your effective date for coverage will be retroactive back to September 1, 2022, once your election is complete.
- If you are under the age of 65 as of your separation date, all your potential post-separation coverage options (i.e., pre-65, bridge, and COBRA) mirror the options you have available to you as an active employee.

- Once you enroll in your coverage, you will receive ID cards for your new plan for 2022 (Sep-Dec) (if your plan is changing) and for 2023, if applicable.

### **Already over age 65 and eligible for post-65 coverage?**

For those who are eligible for post-65 coverage upon separation (age 65+ as of September 1, 2022), it's important that you sign up for Medicare Parts A and B in advance of September.

- Signing up for Medicare takes some time, so it's important to start the process now. Learn more at [medicare.gov](https://www.medicare.gov). In addition, you can find further information about Medicare and plan coverage details for the Aetna Medicare Advantage ESA PPO plan at [united.aetnamedicare.com](https://united.aetnamedicare.com).
  - Note: You must enroll in both Medicare Parts A and B to receive benefits from the Aetna Medicare Advantage ESA PPO Plan
- You must submit form Medicare CMS-L564 to [Help Hub](#) as soon as possible.
- Once you're signed up and approved, you can call the United Airlines Benefits Center (UABC) at 1-800-651-1007 Monday through Friday between 7 a.m. and 7 p.m. Central and provide them with your Medicare information, including your Part A and Part B effective dates, and your MBI (identification) number.
- Then after your pre-separation leave ends, you can select your post-65 coverage, and you will be moved directly into your plan on a go-forward basis. However, if you are in the process, you will have coverage in the Aetna Indemnity PPO plan while your Medicare is being approved (rather than being in a placeholder plan while your Medicare info is approved).
- After you're enrolled and your Medicare info is in place with the UABC, your ID cards will be mailed to you.

Although you will not be able to elect your post-65 coverage until a few days after your pre-separation leave ends, there will be no lapse in coverage. If you make this election a few days after September 1, your effective date for post-65 coverage will be retroactive back to September 1, 2022. The enrollment date for Medicare Advantage plans depends upon when you supply your MBI number to the UABC. Medicare Advantage plans require approval by CMS (Medicare) as well as MBI numbers for CMS approval (up to three weeks). If you do not timely supply your Medicare information, you may be placed in the Aetna Indemnity PPO plan until CMS approves your enrollment in the Medicare Advantage plan that you elected.

### **If you want to research options outside of the United plan which may offer more flexibility in cost and coverage, check out HealthMarkets:**

- If you do not have active healthcare coverage during your pre-separation leave or have active coverage but are choosing to not continue coverage after separation, HealthMarkets is a counseling service to help you find coverage outside of United.
- HealthMarkets provides personalized assistance and unbiased counsel online, over the phone, or with a local licensed insurance agent – all at no cost to you.
- You can reach HealthMarkets at 1-844-636-0512 or at [HealthMarkets.com/UAL](https://HealthMarkets.com/UAL).

## 401(k)

- After your pre-separation leave ends, your individual and company contributions to your 401(k) will end. Even though you'll no longer be actively contributing to your 401(k) account, you can continue to keep your money in your 401(k) account until you wish to take a distribution, subject to IRS regulations and plan rules.

### **To take a distribution out of your 401(k) account:**

- You may elect to receive a partial distribution of your account immediately after September 1, the effective date of your separation/retirement. You may elect to receive a full distribution of your account any time after September 15, 14 days following the effective date of your separation/retirement. Finally, you may rollover your account balance to another qualified retirement plan or IRA any time after September 15 (14 days following the effective date of your separation/retirement).
- Please note, if you opt to take either a partial or full distribution, you may also be subject to a 10% early distribution penalty tax (in addition to regular income taxes) if you do not rollover your distribution to another employer's plan or an IRA – unless you are at least age 55 at any time in the year of your separation, in which case the 10% penalty would not apply.
- Also, if the vested portion of your Fidelity 401(k) Plan account balance is \$1,000 or less, you will receive a distribution from the plan automatically.
- To learn more about each of these options, refer to your 401(k) Plan Summary Plan Description or contact your plan recordkeeper for more details. You can find contact information for the 401(k) providers in the Contacts section of this guide. It's also a good idea to talk to your tax advisor if considering taking a distribution from your 401(k) account.

If you have an active 401(k) loan, you will have to start making repayments on your own or repay the outstanding loan balance in full. The missed loan payments originally due during the period you were on leave will need to be repaid at the latest by the end of the quarter following the quarter in which your loan term is scheduled to end. If you do not recommence such payments or repay the outstanding loan balance in a timely manner, the outstanding loan balance will be treated as a taxable distribution in such year, and certain tax penalties may apply.

## Pension plans

- If you are retirement eligible, please reach out to the appropriate plan administrator (see the Contacts section below) with any questions or if you would like to commence your pension benefit.
- If you are not retirement eligible or do not want to commence your benefit now, please keep the contact information below handy so you can reach out when you are eligible/ready.

- CARP (Continental Retirement Plan) eligible participants will receive a statement of deferred vested benefits approximately 30 days after September 1. For any other pension benefits, you may need to reach out to the plan administrator for any separation updates and further direction.