



Departure Policy

When an employee leaves the Company, we ask that the employee's manager be notified at least two (2) weeks prior to the employee's departure. We appreciate employees' thoughtfulness in this matter. All Company property and equipment must be returned at the time of separation or as otherwise requested by management.

Departing Employee FAQs

Departure Protocol

What should I do with my laptop, accessories, and other hardware?

You will receive an email from our **Tech Support** team to arrange the return of your IT equipment in the week leading up to your last day. All returns are handled offsite. If you do not receive a survey by your last working day, please reach out to techsupport@eab.com.

How long will I have email and voicemail access?

Access to email and voicemail accounts will be discontinued after your last working day. Your named delegate will have access to your email and voicemail for one month following your departure. Set an out of office message stating that you no longer work at the firm and directing inquires to your named delegate. Here is suggested scripting for your out of office message:

Thank you for your message. I am no longer working at EAB. Please contact DELEGATE NAME at DELEGATE EMAIL or DELGATE PHONE and THEY will be happy to assist you.

What should I do with my security badge, desk keys, and office keys (if applicable)?

For desk keys and office keys, employees should connect with our Operations team at operations@eab.com for guidance. Security badges can be disposed of [by the user, as they will automatically deactivate on the employee's last day].

Payroll and Compensation

When will I receive my final paycheck?

Paychecks are issued semi-monthly on the 15th and the last day of every month. Typically, your final paycheck will be issued during the first pay date following your departure date. For example, if your last day is February 2, then your final paycheck would be issued February 15. Your final paycheck will include all working days through your last working day. Per our firm policy, you will not be paid for unused Paid Time Off days, unless you live in a state where this policy is inconsistent with applicable laws. If you have expended more PTO days than you have earned, the negative balance may be withheld from your final paycheck.

Can I access my Dayforce account to view my pay statements after my departure?

No, you cannot access Dayforce after your last day. We suggest you download your pay statements prior to your departure. Contact Payroll@eab.com for assistance.

When and how will I receive my W-2 form and 1095-C forms?

W-2 and 1095-C statements will be mailed in separate envelopes at the end of January, annually. Please review that your address and contact information is accurate in [Dayforce](#) prior to your departure and selecting Personal Information. If your contact information changes after your departure, please email dayforce@eab.com with the updated information so that necessary communications reach you.

What happens to my corporate credit card?

Your corporate credit card will be canceled. Please dispose of your corporate credit card. Please be sure to comply with requirements regarding the submission of your business expenses. Your corporate card will be deactivated after your last working day. Questions may be directed to go@eab.com.

How do I submit my final business expenses?

Please [submit all expenses](#) with applicable receipts before your last day. You will not be able to submit expenses online after your departure date. If reimbursements are necessary, they will be paid on the regular, semi-monthly payroll schedule. Questions may be directed to the Go team at go@eab.com.

Benefits

Are me and my dependent(s) eligible for COBRA?

You and your covered dependents (spouse, domestic partner, dependent child(ren)) have the option to enroll in COBRA continuation coverage for active medical, dental and vision elections. You will have 60 days from the last day of your departure month or any qualifying loss of coverage event for your dependents to choose to continue coverage under EAB plans through COBRA.

What happens with my medical/Rx, dental, and vision insurance?

Your health insurance coverage through EAB (i.e. medical (including EAP access through Supportlinc), dental, and vision) will end on the last day of your departure month (example: if your last working day is March 10, your insurance will end March 31). You have the right to continue insurance for benefit plans you are currently enrolled in (medical (including EAP access through Supportlinc), dental, and vision) on a month-to-month basis as a COBRA participant and pay the full premium. Alternatively, there may be other coverage options available to you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan). Some of these options may cost less than COBRA continuation coverage. You can learn more about these options at www.HealthCare.gov.

COBRA continuation logistics:

- You will have 60 days from your last day of coverage to continue medical (including EAP access through Supportlinc), dental and/or vision insurance on a month-to-month basis as a COBRA participant.

Generally, COBRA may last up to 18 months.

- Instructions on how to continue coverage will be mailed to your home from our third-party administrator, Chard Snyder. Typically, this is mailed on the 1st of the month after your departure date.
- If you elect to continue coverage for one or more plans, payment for coverage should be sent to Chard Snyder. After receiving payment, Chard Snyder will reinstate your insurance coverage retroactive to the 1st day after your last day of coverage so there is no gap in coverage.
- See details below on the monthly cost for coverage for each plan. These cost do not include a 2% administrative fee charged by Chard Snyder.

These monthly rates are effective 1/1/2026– 12/31/2026:

Health Plan	Employee (EE)	EE + Spouse or Domestic Partner	EE + Children	Family (EE +Spouse or DP +Ch)
Aetna PPO Plan	\$811.79	\$1,623.57	\$1,574.87	\$2,540.89
Aetna Premium CDHP	\$757.95	\$1,515.89	\$1,470.42	\$2,372.38
Aetna Value CDHP	\$711.30	\$1,422.58	\$1,379.91	\$2,226.34
Guardian Dental - Comprehensive	\$36.00	\$71.29	\$93.32	\$141.40
Guardian Dental - Preventive	\$27.37	\$54.08	\$69.44	\$105.80
Aetna Vision	\$5.53	\$11.06	\$11.17	\$17.82

- When benefits are renewed annually, via Chard Snyder, we will send communication to COBRA participants of the next year’s rates and plans.
- You can contact Chard Snyder directly at 1-888-993-4646

I am enrolled in an HSA. What happens to my account?

The HSA account and the funds in the account belong to you. You can continue accessing it and make contributions on a post-tax basis. You must adhere to the IRS limits for annual deposits and you may complete IRS form 8889 to report any post-tax contributions with your annual tax filing. If you elect to continue the CDHP medical plan through COBRA, the employer contribution will not continue. For more information, see [inspirafinancial.com](https://www.inspirafinancial.com) or call the Inspira HSA Customer Service department at (844)729-3539.

What happens to my Flexible Spending Account(s)?

Your health care and dependent care Flexible Spending Accounts (FSAs) participation will end when your employment ends, and unused funds left in the account cannot be refunded to you per IRS guidelines.

For the dependent care FSA account, you may send in claims incurred on or before your departure date for qualified expenses in order to exhaust the funds in your account.

For the health care FSA (HCFSA) or limited purpose FSA (LPFSA), if you still have a positive balance remaining in your account at the time of your departure date, you are eligible to continue participation as a COBRA participant. You will have 60 days to decide to continue your HCFSA/LPFSA payments as a COBRA participant. HCFSA continuation information will be mailed to your home from our third-party administrator, Chard Snyder. Your payments to continue your HCFSA/LPFSA will be made on an after-tax basis; however, it will give you the opportunity to incur more expenses to claim unused money already deposited in your FSA. Please contact Chard Snyder directly at 1-800-982-7715.

What happens to my Life and Disability Insurance?

Your coverage will be cancelled as of your last working day. This letter provides you with notice that you may be eligible to port or convert your basic and your optional life coverage(s). To be eligible to port coverage, you must have been actively at work on the date employment ended. You must complete an application and apply for these options within 31 days of your coverage termination. To obtain an application, please contact Prudential at 1-800-778-3827. Please provide the contract number – 70313 when calling. If you are using a telecommunications device for the hearing impaired (TDD), please call 1-800-496-1214. Representatives are available to assist you Monday through Friday between 8:00am and 8:00pm Eastern Time.

What will happen to my commuter benefits?

You must cancel your commuter benefits elections by logging into [Dayforce](#) by the 4th day of the month to cancel future orders. As a reminder this is money that should be used monthly, any funds left in the account after your last day will not be available for use. Unclaimed money will not be refunded.

What happens to my 401(k)?

You can continue to access your 401(k) information online at <http://netbenefits.com> or by calling Fidelity at 1-800-835-5097. If you are a current participant, Fidelity will send you a departure guide describing your options, and you contact Fidelity to take any action on your account.

1. You can keep your funds in the plan. This is the default option. You will not be able to contribute after your last day, and you will be assessed an administration fee once you are no longer an employee. If your balance is under \$1,000, you are required to move your money out of the plan. For accounts over \$1,000, your funds remain in our plan until you contact Fidelity. While your retirement savings are in EAB's plan, please keep your address and contact information updated in our records. Any changes should be sent to benefits@eab.com.
2. You can roll your current 401(k) into your new employer's 401(k) plan.
3. You can roll your 401(k) into a personal IRA or Roth IRA as applicable.
4. You can cash out your 401(k) plan. Please keep in mind there are tax implications and potentially an early withdrawal penalty by the IRS if you are under age 59.5.
5. 401k Match: You must be employed as of the last day of the contribution period (12/31) to be eligible for any matching contributions that may be made for that Plan year.

Continuing Obligations

Please recall that during your employment with EAB, you executed a restrictive covenant agreement that includes obligations and duties owed by you to EAB following your separation. These covenants require, among other things, that you (a) treat all EAB proprietary information confidential and not use or directly or indirectly disclose, publish, communicate, or make available any such information (b) refrain from recruiting, soliciting, and employing any EAB employee for a specified period following your termination date, and (c) as applicable, refrain from engaging in certain activities that are competitive with EAB's products and services for a specified period of time following your termination date. Please refer to your individual restrictive covenant agreement to review the specific terms and conditions that apply to you.

Verifying Employment

How can I have my employment at EAB or formerly at The Advisory Board Company verified in the future?

All employment verifications are completed by a third-party vendor, The Work Number® from Equifax, which is a simple, quick, and more private way to help get your employment and income information to companies when needed. It's available 24/7. Employment and Income verifications must be completed online. Verifiers will be asked to register with The Work Number, if they have not already done so, at www.theworknumber.com or call The Work Number Client Service Center at 1-800-367-5690 for assistance. The verifier will need the following information:

- EAB Code: 33062
- Your Social Security Number (which they must obtain from you directly)

How can I request a professional reference letter?

If you would like a former manager or colleague to provide a more detailed reference that includes the manager's personal opinion about your suitability for employment, you must first make a request in writing releasing the Company from any liability for responding to the request. Here is a sample request sent to Talent@eab.com.

To: EAB Global, Inc.

From: _____

Employee requested to provide personal reference: _____

I authorize the above-named employee to provide his/her personal opinion about my suitability for employment to [insert company or organization]. I hereby release EAB, its employees, agents, officers, directors, representatives, and shareholders from any and all claims and liability for damages related to or arising out of the furnishing of this information requested by me.

_____(your signature and date)

