



Your Benefits at Retirement

For Employees Applying for a Wisconsin Retirement System (WRS) Retirement Benefit

This document applies to you if:

- You are terminating employment; and
- Applying for an immediate retirement annuity (or lump sum retirement benefit) from the Wisconsin Retirement System (WRS) within 30 days of your termination date.

If your annuity begins more than 30 days after your termination date, this document does not apply to you.

The following chart provides a summary of the options available to you relative to your benefits when you retire. Based on the factors outlined below, you may be eligible to continue or convert some of your benefits at retirement.

Your Payroll and Benefits office will send you a notice that outlines your continuation or conversion rights for the benefit plans that you were enrolled in at the time of retirement, as well as any applicable continuation/conversion forms. If you have any questions about your benefits when you retire, please contact your agency Payroll and Benefits office.

To verify your current benefits, log into [Employee Self Service](https://ess.wi.gov) (ess.wi.gov) and click on the **My Benefits** tile.

Benefit Plan	Coverage Options at Retirement
State Group Health Insurance (including Uniform Dental Insurance)	<p>State Group Health Insurance & Delta Dental Uniform Dental Insurance typically end at the end of the month in which you terminate employment. However, when you retire, your health and uniform dental insurance will automatically continue into retirement unless you request a cancellation.</p> <p>As a retiree, you may continue coverage for the rest of your life. You are responsible for paying the total premium; however, you can pay the premium with your sick leave credits until they are exhausted. When your sick leave credits run low, ETF will send you a letter and describe ways to keep your coverage.</p> <p>See the Paid Leave section at the end of this document for more details.</p>
Delta Dental Preventive & Supplemental Dental Insurance	<p>Delta Dental Preventive and Supplemental Dental Insurance end at the end of the month in which you terminate employment.</p> <p>You may continue coverage indefinitely by continuing to pay your premium. As an annuitant, you will pay a slightly higher premium than you did as an active employee.</p> <p>To continue coverage, you must submit a Continuant Enrollment Form to Delta Dental within 60 days of the coverage end date or the receipt of continuation notice; whichever is later.</p>

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DeltaVision Insurance	<p>DeltaVision Insurance ends at the end of the month in which you terminate employment.</p> <p>You may continue coverage indefinitely by continuing to pay your premium directly to the vision insurance carrier.</p> <p>To continue coverage, you must submit a Continuant Enrollment form to the vision insurance carrier within 60 days of the coverage end date or the receipt of continuation notice; whichever is later.</p>
State Group Life Insurance	<p>State Group Life Insurance typically ends at the end of the month in which you terminate employment.</p> <p>You are eligible to continue coverage indefinitely if you:</p> <ul style="list-style-type: none"> • Have at least one month of life insurance coverage in each of five calendar years after 1989; OR • Were covered under the WRS prior to 1990 (without taking a separation benefit for this period of service); and <ul style="list-style-type: none"> ○ Are eligible to receive an immediate annuity regardless if you have applied for your annuity, or ○ Your creditable service as of January 1, 1990 plus the number of calendar years after that date during which you were covered under the group life insurance plan equals 20 years, or ○ You were employed by your last employer for at least 20 years <p>If you carry Spouse and Dependent coverage, this coverage will also end at the end of the month in which you terminate employment. Any covered dependents may be eligible to convert coverage to an individual policy by submitting a conversion application and first premium directly to Securian within 31 days of the coverage end date.</p> <p>If you take an immediate WRS annuity and meet one of the eligibility criteria above, your coverage will automatically continue; you do not need to complete a continuation application. Your employer will certify your coverage level with ETF and premiums will be deducted from your monthly annuity until you reach age 65. The premium amount is the same premium amount the active employees pay.</p> <p>No premiums are due once you turn 65 and are retired. Coverage is reduced to 75% of Basic coverage at age 65 and to 50% of Basic coverage at age 66. Supplemental and Additional coverage ends at age 65, if retired.</p> <p>See the following ETF brochures for more information about coverage in retirement:</p> <ul style="list-style-type: none"> • State Group Life Insurance Plan Booklet • Group Life Insurance after You Terminate Employment • Converting Your Group Life Insurance to Pay Health or Long-Term Care Insurance Premiums <p>If you do not meet the continuation eligibility criteria above, you may convert coverage to an individual policy by submitting a conversion application and first premium directly to Securian within 31 days of the coverage end date.</p>
Securian Accident Plan	<p>Securian Accident Plan coverage ends at the end of the month in which you terminate employment.</p> <p>You may continue coverage by submitting a portability form to Securian within 31 days of the coverage end date or the receipt of the portability form, whichever is later. Once your portability form is processed by Securian, you will receive a bill for premium owed (the premium may be slightly higher than what you paid as an active employees but you will have to pay a \$2.00 fee per payment if you pay quarterly or semi-annually). You may continue coverage until age 70.</p>

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Income Continuation Insurance (ICI)	Income Continuation Coverage ends on the date employment terminates. There is no option to continue or convert coverage.
Healthcare Flexible Spending Account Limited Purpose Flexible Spending Account	<p>At the end of your employment, you have the following options:</p> <ul style="list-style-type: none"> • If you do not contribute your full annual election, you may incur expenses through the last day of the month in which you retire. Expenses incurred after that date will not be reimbursed. • You may continue coverage by: <ul style="list-style-type: none"> ○ Contributing the remainder of your annual election by contacting your agency payroll & benefits office to request a pre-tax lump sum contribution from your last paycheck(s); or ○ Contributing after-tax contributions by paying ETF directly (a continuation form will be sent to you if you are not expected to contribute your full annual election by your last paycheck) • If you are not enrolled for the current plan year but you have carryover funds from the prior plan year, all expenses must be incurred by the last day of the month in which you retire. Expenses for services received after this date are not reimbursable. <p>If you contribute your full annual election:</p> <ul style="list-style-type: none"> • You may incur expenses through December 31 of the plan year. All claims and required documentation must be submitted no later than March 31st of the following year. Any unused funds will be forfeited.
Dependent Day Care Account	<p>At the end of your employment, you cannot continue to make contributions. You can request reimbursement for expenses until you exhaust your account balance or through the end of the plan year (December 31), whichever is earlier.</p> <p>All claims and required documentation must be submitted no later than March 31st of the following year. Any unused funds will be forfeited.</p>
Parking and Transit Accounts	<p>You can incur eligible parking and transit expenses through your last day of employment. All claims and required documentation must be submitted no later than March 31st of the following year. Any unused funds will be forfeited.</p>
Health Savings Account (HSA)	<p>Contributions will end automatically on your last paycheck. You may continue to make post-tax contributions to your HSA if you:</p> <ul style="list-style-type: none"> • Remain enrolled in a High Deductible Health Plan and • Are not currently eligible for or enrolled in Medicare. <p>After termination, you continue to own your Health Savings Account and may use it to pay for qualified health, dental and/or vision expenses.</p> <p>At termination, you may move the HSA funds to another HSA, or you may keep the HSA funds with the State of Wisconsin's HSA administrator. If you keep the funds with the State of Wisconsin's HSA administrator, you will be charged an administrative fee, which will be deducted from your balance each month.</p>

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Wisconsin Deferred Compensation (WDC) 457 Program	<p>Contributions will end automatically on your last paycheck. Contact Wisconsin Deferred Compensation directly for information about your account and distribution options.</p>
Wisconsin Retirement System (WRS)	<p>To be eligible to receive a Wisconsin Retirement System retirement benefit, the following conditions must be met:</p> <ol style="list-style-type: none"> 1. You must be vested* and at least age 55 (for most, age 50 for those with protective service) 2. You must terminate all WRS covered employment 3. Must not be on a leave of absence or in layoff status 4. Submit a completed benefit retirement application to ETF 5. ETF must receive your completed application prior to your death <p>If you are NOT vested* in the WRS at the time of retirement, you will not be eligible to receive a retirement benefit when you reach minimum retirement age, but you can leave your money in the WRS to accumulate interest until you decide to apply for a Separation Benefit. If you leave your money in the WRS, you will not have to re-serve any waiting periods for benefits if you return to state employment.</p> <p>You may apply for a retirement benefit up to 90 days before you terminate employment.</p> <p>If you terminate employment due to a disability, you should contact ETF about your eligibility for disability benefits before applying for a retirement benefit.</p> <p>To request a retirement benefit application, Employee Trust Funds can be reached at 1-877-533-5020 or you can submit an online request.</p> <p><i>*You are vested in the WRS and eligible to receive a retirement benefit at minimum retirement age if:</i></p> <ul style="list-style-type: none"> • You have 5 years of WRS creditable service and were first covered by the WRS on or after July 1, 2011; or • You were covered by the WRS prior to July 1, 2011, regardless of how many years of WRS creditable service you have
Paid Leave Benefits	<p>Upon retirement, you may be entitled to the value of earned but unused vacation, sabbatical, compensatory time, floating legal holiday, and personal holiday. Unused sick leave may not be cashed out and is treated differently as explained below.</p> <ul style="list-style-type: none"> • If you retire (have given two weeks' notice), you may have the following options available to you: <ul style="list-style-type: none"> ○ Your retirement date may be extended by the amount of your unused earned leave (not including sick leave) ○ You may choose to cash out your unused leave at your current rate of pay ○ You may do a combination of extending time on payroll and cashing out your unused leave. • If any leave has been overused, you may be required to pay some or all of it back. • Your Payroll & Benefits office will be able to provide you with specific information

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Sick Leave Benefits	<p>Sick leave is not paid out in cash when you retire. However, your unused sick leave credits may be converted to help pay State Group Health Insurance premiums in retirement. Your sick leave credit account is established by multiplying the hours of your unused sick leave by your highest career pay rate in a position that earned sick leave. Some employees with more than 15 years of service may be eligible for additional supplemental sick leave credits. The sick leave credit account may only be used to pay premiums for a state health plan and not any other plan.</p> <p>There are two programs that determine the value of your sick leave credits at retirement, the Accumulated Sick Leave Conversion Credit Program (ASLCC) and the Supplemental Health Insurance Conversion Credit Program (SHICC).</p> <p>The ASLCC Program allows the conversion of unused sick leave to pay for State Group Health Insurance in retirement, as well as at death, layoff or termination with 20 years of state/UW WRS service. Under this program, accumulated sick leave is multiplied by the employee's highest basic pay rate and converted to credits to pay for State Group Health Insurance.</p> <p>The SHICC Program allows employees who have at least 15 years of continuous state service to earn sick leave credits in addition to those provided by the ASLCC program. Eligible employees earn up to 52 supplemental credits/year for years 1-24 of service and up to 104 supplemental credits/year for years 25 and beyond. Note: The number of supplemental credits may not exceed the actual number of sick leave hours an employee has accumulated.</p> <p>Resources:</p> <ul style="list-style-type: none"> • Sick Leave Credit Conversion Program brochure • Accumulated Sick Leave Credit Program page on the Department of Employee Trust Funds website.

For more inclusive information about retirement benefits go to ETF's website – [Living in Retirement](#).

Every effort has been made to ensure this information is current and correct. In the event of conflicting information, federal law, state statute, administrative code, benefit plan contracts and/or policies and provisions established by the State of Wisconsin Group Insurance Board should be followed.