



MEMORANDUM

TO: Research Foundation Graduate Student Employees

FROM: Sean O'Brien
Human Resources Assistant

DATE: March 19, 2018

RE: Graduate Student Employee Health Insurance - Summer Continuation

If you're terminating your employment with the Research Foundation between May 1st and May 31st, 2018 **and you're returning to the Research Foundation in the fall**, you are eligible to continue your health insurance through the summer by having advance deductions come out of your paychecks prior to your termination.

If this applies to you, please have your Principal Investigator sign the attached form stating that you will be reappointed in the fall and send the completed form to my attention at **Research Foundation-HR Services, 120 Crofts Hall, North Campus**.

If you're continuing your employment through the summer, regular bi-weekly deductions will be taken from your paychecks. You will not be required to re-enroll or take any other action unless there is a break in service.

Graduate Student Employees terminating prior to May 1st, 2018, and are not returning in the fall, or don't respond to this notice by Friday, April 20th, 2018, your coverage will continue for an additional 28 days from your termination date and you will receive regular notification to continue health coverage under COBRA.

If you should have any questions, please do not hesitate to contact me at (716) 645-4485, or email sobrien2@buffalo.edu, or Zachary Jenney at (716) 645-4439 or email zjenney@buffalo.edu.

Research Foundation Request for Summer Continuation of Health Insurance

(Completed by Employee)

Name: _____ SS#: _____

I wish to continue my health insurance through the summer by taking advance deductions prior to my termination. My Principal Investigator has certified below, that you are going to be reappointed in the **fall of 2018**.

EMPLOYEE SIGNATURE: _____

EMPLOYEE PERSON #: _____

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(Completed by Principal Investigator)

This is to certify that it is my intention to reappoint the above-mentioned employee to a Research Foundation appointment in the **fall of 2018**.

Principal Investigator Name: _____

Principal Investigator Signature: _____

Please return this completed form to Sean O'Brien, Research Foundation Human Resource Services, at 120 Crofts Hall North Campus by Friday, April 20, 2018.