



Chemours™

# US Employee Separation Checklist

for U.S. Benefits Eligible Employees

Follow this checklist to ensure you have all the information you need to successfully navigate through the separation process.

## Notify Your Manager

- Notify your manager of your retirement plans. Typically, two weeks' notice is customary however 30-days' notice would be optimal to allow for transition of duties and accurate processing of your pay.
- Your manager is responsible for entering your termination

into Workday prior to your last day. This will automatically generate a separation checklist that they will share with you which includes the following information:

- Instructions for keeping your current company cell phone number (if applicable)
- Instructions for returning company property (laptop, documents, keys, employee badge, etc.)
- Certificate of Compliance (this document requires the employee's signature prior to last day)
- Ensure your vacation and personal holidays are **entered and approved** in Workday.

# Separation Checklist

---

## Benefits

- Your medical, prescription, vision, EAP, life insurance, AD&D, occupational accidental death, accident insurance, critical illness insurance, and hospital indemnity coverage will end on the last day of your separation month. All other benefits will end on your termination date.
- You will receive a COBRA notification letter delivered to your home address on file within 14 days after your termination date. You can elect to continue benefits for up to 18 months by electing COBRA. Your enrollment must be postmarked within **60 days** from the date your active benefits end. Questions regarding COBRA can be directed to the Chemours Benefits Service Center at **(844) 215-5096**.
- Life Insurance Portability – you will have the option of porting or converting your group life insurance. Conversion paperwork is automatically generated and will be sent to your home address on file. Questions can be directed to The Hartford at **(800) 331-7234**.
- If you are required to provide a Proof of Credible Coverage letter from Chemours indicating you have had medical coverage for the past two years, you can send your request to: **ChemoursUSBenefits@chemours.com**
- If you are eligible for DuPont retiree benefits, you will need to contact Corteva Connection at **(800) 775-5955**.

## Health Savings Account (HSA)

- You own and control your Health Savings Account and you take it with you after your separation with Chemours.
- After your employment ends, your HSA account will be converted into an individual HSA account with Bank of America.
- Your HSA debit card will remain active for 45 days after the termination date. After that time, you will receive a new card in the mail.
- To learn more, call Bank of America at **(866) 791-0250** or visit **myhealthbankofamerica.com**.

## Retirement Savings Plan 401(k)

- Determine the best choice for your retirement assets
- Assess options to choose from if you have an outstanding 401(k) loan
- To learn more or to speak to a retirement specialist, call Merrill Lynch at **(877) 854-CHEM** or visit **Benefits.ml.com**.

## Annual Incentive Plan (AIP)

- To be eligible for an AIP award, you must be actively employed as of the date of the AIP payout in March following the performance year.
- If you terminate employment (other than for Cause) after reaching 60 years of age and having at least 10 years of service (including DuPont service), Chemours will recognize your service by paying 100% of your prorated bonus target for the year in which you terminate.

## Vacation

- Accrued vacation will be paid out in your final paycheck after your employment ends.
- If you used more vacation hours than accrued, you are required to repay the Company for the value of the vacation hours taken that exceeded the amount of days you have accrued.
- Grandfathered vacation (if applicable) will be paid out at separation based on your 2014 hourly rate of pay.
- Vacation time cannot be used to extend the length of employment.
- Unused purchased vacation will not be cashed out at termination.
- Company and/or Personal Holidays are not eligible to be paid out at separation.

## Additional Resources

- After separation, to request copies of your final pay stub or W2, you can access your final paystub by visiting **myadp.com** and create an account using a personal email address. Please refer to the **ADP Employee Self Service Registration Quick Reference Guide** for additional directions on the next page.
- Social Security and Medicare: This checklist can help you plan the important steps between now and your 65th birthday or when you become eligible for Medicare and Social Security **SS and Medicare Checklist**.
- Preparing for Retirement:
  - **Early Retirement Checklist:** Explore ways to reduce expenses, generate income, and establish a retirement income plan, whether you're retiring early or not
  - **Managing Your Career Transition:** Review different options for your retirement assets
  - **Better Money Habits - Living in Retirement:** Review additional articles and videos to support you in retirement

# ADP Employee Registration Quick Reference Card



**\*\*NOT USING SINGLE SIGN ON**

Welcome! Register an account with ADP to access the services offered by your organization.

The process is very simple and supportive to help you identify yourself in the context of your organization to set up your account. Let's get started!

## Registering with a registration code from your organization

1. **On your ADP service website ([myadp.com](https://myadp.com)), click the link to Create Account.**
2. **Select I Have a Registration Code.**
3. **Enter the Organizational Registration code (**CHEMOURS-Register**).**
4. **Enter your identity information, such as First name, Last name, Date of birth, government-issued legal ID (SSN).**
5. **Based on your information requested during this process:**
  - a. **Enter the verification code sent to your email address or mobile number available on record.**
  - b. **You can also enter new phone number for identity verification.**
  - c. **You may be required to answer questions from public records.**
6. **Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.**

Congratulations! Use your user ID and password to log in to your account and access your information on ADP service URL and ADP Mobile app, if applicable.

To stay connected with your information, download the ADP Mobile App and access your information on the go!



If you forget your login information, use the **Forgot User ID/Forgot Password** link on your ADP service web site to complete a quick verification and recover your information.

**If you originally set up your ADP account with your Chemours email address and no longer have access, please submit a ticket to [EmployeeServices@chemours.com](mailto:EmployeeServices@chemours.com) and include the following:**

- **Two of three forms of ID to confirm identity**
  - **Employee ID**
  - **Date of Birth**
  - **Last 4 of SSN**
- **Request email address change and provide new email address**

**The team will update your email address with ADP and you will be able to create an account with new email.**