

# Separation from Employment Information



Thank you for your time with Ryman Hospitality Properties. This guide provides information regarding your separation including important benefit details, if applicable. If you have additional questions, please contact HR@rymanhp.com.

## Final Pay & Time Off

Upon separation of employment, employees will receive their final paycheck in accordance with applicable federal, state, and local wage and hour laws.

**Vacation Time:** You will be paid for any unused vacation time accrued during the current calendar year (does not include carryover hours), in accordance with state regulations.

**Sick Time & Floating Holidays:** Unused sick time and floating holidays are not paid out upon separation unless required by law.

## Company Property

All company-issued property (e.g., laptop, phone, badge, uniforms, parking decal, name tag and any other item(s) issued by the company must be returned on your final day of employment.

## Access After Employment

**Pay Stubs & W-2s:** Available via ADP at the website [www.workforcenow.adp.com](http://www.workforcenow.adp.com).

**Address Updates:** If your mailing address has changed, please contact Payroll at [payrollservices@rymanhp.com](mailto:payrollservices@rymanhp.com)

## Employment & Income Verification

Please contact The Work Number at the website [www.theworknumber.com](http://www.theworknumber.com). You will need to reference the following employer code:

RHP Employer Code: 3116186

## Unemployment Benefits

You may file a claim through your state's unemployment agency. Eligibility and timing vary by state.

## Exit Survey

Please complete the exit survey using the following QR code:



## Employee Assistance Program (EAP)

Personal support through the EAP program is available to you and your household members for **90 days after separation** via phone or website.

Username: RHP Password: RHP

**Website:** [www.resourcesforliving.com](http://www.resourcesforliving.com)

**Phone:** 1-800-272-7252

## Need Help?

**Human Resources:** [hr@rymanhp.com](mailto:hr@rymanhp.com)

**Payroll:** [payrollservices@rymanhp.com](mailto:payrollservices@rymanhp.com)

Note: The Company is unable to provide tax advice. Please consult your financial or tax advisor for guidance.

## Additional Benefits?

If you were enrolled in benefits, please review the additional information provided on the next page.



## Medical, Dental & Vision

Coverage for you and your dependents will continue through the end of the month in which your employment ends. You may elect to continue coverage through COBRA. COBRA enrollment information will be mailed to your address on file after your coverage ends. For more information, contact the COBRA provider directly:

**Website:** <https://ybr.com/ryman>

**Phone:** 1-888-GET-YBR1

## Flexible Spending Accounts (FSA)

**Healthcare FSA/Limited Use FSA:** You may continue participation through COBRA. If you do not elect COBRA, your contributions will stop with your last paycheck. You may submit reimbursement claims for eligible expenses incurred on or before your last day of employment. Claims incurred after your last day of employment will not be eligible for reimbursement. Deadline to submit claims is March 31<sup>st</sup> of the following year. Unused funds after the deadline will be forfeited.

**Dependent Care FSA:** You may submit claims for eligible expenses incurred through the end of the plan year, December 31<sup>st</sup>. For more information, contact the COBRA provider directly:

**Website:** <https://ybr.com/ryman>

**Phone:** 1-888-GET-YBR1

## Health Savings Account (HSA)

All funds in your HSA (including employer contributions) remain yours. There is no deadline to use HSA funds.

You may choose to keep your account with the current provider (fees may apply), or transfer funds to another HSA provider. For more information, contact the COBRA provider directly:

**Website:** <https://ybr.com/ryman>

**Phone:** 1-888-GET-YBR1

## Life Insurance

Coverage ends on your date of separation. You may continue coverage through the following:

**Conversion:** convert to individual whole life policy

**Portability:** continue group term life coverage

Enrollment forms will be sent to your address on file. Applications must be submitted within 31 days of your coverage end date. For assistance, or if you do not receive forms, contact The Hartford at 1-888-563-1124.

## Disability Insurance

Short-term and long-term disability coverage ends upon separation. If you are currently on an approved disability claim, benefits will continue as approved by the insurance carrier. For assistance, contact The Hartford at 1-888-563-1124.

## 401(k) Savings Plan

If your vested balance is \$1,000 or less, it will be automatically distributed as a lump sum payment to you from Aon/Voya. If your vested balance is more than \$1,000, you may leave your balance in the Aon PEP 401(k) Plan or roll your balance over to another eligible retirement plan. For more information, contact Aon/Voya directly:

**Website:** [www.aonpep.voya.com](http://www.aonpep.voya.com)

**Phone:** 1-833-266-9737

## Shareworks/Morgan Stanley

If you have an employee stock account with Morgan Stanley, your access to your account will continue. Any vested shares will remain yours; any unvested RSUs will be forfeited. Contact Shareworks for additional account information at 1-877-380-7793.

## Identity Protection (Allstate)

If enrolled, you may continue coverage after separation by contacting Allstate within 90 days. Monthly rates: \$5.00 Individual | \$13.95 Family.

**E-mail:** [customercare@aip.com](mailto:customercare@aip.com)

**Phone:** 1-800-789-2720

## Additional Benefit Resources

**Website:** <https://flimp.live/Ryman-Benefits>

**Questions:** [totalrewards@rymanhp.com](mailto:totalrewards@rymanhp.com)

