

Separation from Employment Information

Vacation Time

Upon separation from employment, employees will be paid for unused vacation time that has been accrued during the current calendar year and will not include any hours that were rolled over from the previous year. Payout of vacation hours will abide by any state specific regulations in which the employee works. They will also be subject to applicable taxes and withholdings. For specific questions about payout of vacation hours, please contact Payroll at payrollservices@rymanhp.com.

Sick Time

Unused sick leave benefits will not be paid to employees while they are employed or upon separation from employment; unless required by state or local law.

Holidays

Unused floating holidays will not be paid to employees while they are employed or upon separation from employment.

Benefits

If you were enrolled in the Company's Medical, Dental, and Vision Insurance benefits, coverage for you and your eligible dependents will continue through the end of the month in which you separate from the Company. If applicable, the opportunity to continue your coverage through COBRA will be afforded to you. COBRA enrollment information will be sent to the address on file once your coverage has ended.

For more information about your COBRA enrollment, you can visit https://ybr.com/ryman or call 1-888-GET-YBR1.

Flexible Spending Account (FSA)

You can continue participation in your Healthcare Flexible Spending Account, maintaining access to your account balance, through COBRA.

If you do not wish to continue your Healthcare Flexible Spending Account through COBRA, contributions to your FSA will stop as of the pay period in which your participation ended. You can file for any reimbursement of any available balances in your Health Care FSA or Limited Use FSA for any eligible expenses incurred on or before your employment end date.

- Claims for eligible expenses must be submitted by March 31 of the following year.
- Claims incurred after your last day of employment will not be eligible for reimbursement.
- Any funds not submitted by the claim's deadline will be forfeited.



If participating in a Dependent Care Spending Account, you can file for reimbursement of any eligible expense(s) incurred through the end of the plan year (December 31).

Health Savings Account (HSA)

All contributions to your Health Savings Account (including any employer contributions) will remain in your account and available for use on eligible medical expenses after your separation from employment.

There is no deadline to use your HSA funds and your remaining balance can be rolled into another qualified HSA.

If you choose to keep your HSA funds with SmartChoice after separation, you will be responsible for any administration fees.

Life Insurance

Your Life Insurance coverage will end at separation from employment. You will have the option to continue your group term life coverage for yourself and your family through two different options.

- 1. **Conversion**: When you convert your coverage, you are converting your current coverage to an individual whole life insurance policy.
- 2. **Portability**: When you port your coverage, you can keep the group term life insurance coverage

Additional enrollment information will be sent to your address on file, should you decide to continue your coverage through one of these options. Your application(s) must be submitted directly to *New York Life* within 31 days of your separation from employment (coverage end date).

If you do not receive the Conversion/Portability forms or have additional questions, please contact totalrewards@rymanhp.com.

Disability Insurance

Your eligibility for short-term and long-term disability insurance coverage will end at separation from employment. If you are currently on an approved disability claim, your disability benefits will continue until your approved disability ends or when benefits are no longer payable (as originally determined by the insurance carrier; *New York Life*).



Employee Assistance Program (EAP)

The Employee Assistance Program is available to you and all members of your household for 90 days after separation from employment.

Visit: <u>www.resourccesforliving.com</u>
Username: **RHP** Password: **RHP**Phone: **1-800-272-7252**

401k Savings Plan

Upon separation from employment, you may choose to roll your vested balance to another eligible plan, or you can choose to leave your balance in the Aon PEP 401(k) Plan. If you choose to roll your balance to another eligible plan, you can call the Aon PEP Retirement Service Center directly at *1-833-266-9737* or log onto aonpep.voya.com to access your distribution/rollover options.

• If the value of your vested account balance is \$1,000 or less, you will automatically you will automatically receive payment of your vested account balance in the form of an immediate lump sum cash payment.

Employment Verification

Pay Stubs and W2

Former employees can access paystubs and W2s via ADP by logging into www.workforcenow.adp.com. For assistance and questions contact the Payroll Department at payrollservices@rymanhp.com.

Unemployment Benefits

You may file an unemployment claim through your state's unemployment agency. The timing and eligibility of benefits payments varies from state to state and by unemployment office. For updates regarding your unemployment claim, please contact your state's agency.

Address Changes

You will have access to your ADP account post-employment to update your address information. For assistance and questions contact the Payroll Department at payrollservices@rymanhp.com.



Company Property

At the completion of your shift, on your final day of employment with the company, it is required that you submit all company-issued property to your leader. Items include computers, cell phones, parking stickers, ID badges, nametags and any other item(s) issued by the company. If your position with Ryman Hospitality Properties required a uniform, it is required that your uniform(s) be returned to Human Resources on your final day of employment.

Exit Survey

Scan the QR code below to provide feedback via our exit survey.



Additional Questions?

For more information about your benefits, visit https://flimp.live/RHP-2024-Benefits.

If you have questions about your benefits, please contact totalrewards@rymanhp.com.

For payroll questions email <u>payrollservices@rymanhp.com</u>.

If you need additional assistance, please contact hr@rymanhp.com

Note: The Company is unable to provide tax advice; please direct all tax questions to your financial/tax advisor. If there is any conflict between this document and applicable law, the Company will follow the applicable law.