

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Basic Group Term Life and Supplemental Life – Separation from State Service	REFERENCE NUMBER: 2009-025
DATE ISSUED: 06/01/09	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff**

FROM: Department of Personnel Administration
Benefits Division

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This memorandum is to advise you of the current policy for those employees who are separating from State service and are enrolled in the Basic Group Term Life Insurance/Supplemental Life Insurance Program. Employees who lose their life insurance coverage(s) due to a separation are eligible to convert to an individual policy(s). Personnel offices should instruct employees to contact Metlife at (800) 252-8524 within 30 days of their separation to request a conversion authorization form if they wish to convert their policy(s).

Please provide this information to your employees upon separation from State service.

If you have questions or need assistance, please contact Susan Wong at (916) 324-0533.

/s/Greg Beatty

Greg Beatty, Chief
Benefits Division