



# EMPLOYEE DEPARTURE GUIDE

## FINAL PAYCHECK

Your final pay, including vacation entitlements will be processed within 5 business days from your last day.

## RETURN OF COMPANY PROPERTY

Kindly ensure the return of your work tools (Laptop, mobile phone, iPad), access card, PNC card, fuel card, and any company-owned property to your direct supervisor.

## RECORD OF EMPLOYMENT

Your Record of Employment (ROE) will be processed electronically within 5 business days after the end of the pay period. Employees no longer need a copy of their ROE to apply for benefits, however, you can access the ROE through your Service Canada account or request a copy from Valard.

If you wish to start a claim, you may start this process immediately by visiting <https://www.canada.ca/en/services/benefits/ei.html>. Please click on how to apply for Employment Insurance benefits or visit <https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit/apply.html>.

## HOW TO ACCESS T4

During tax season, we'll ensure your T4 is promptly mailed to the address we have on file. If for any reason, you do not receive it by mail, please reach out to us via email at [hr@valard.com](mailto:hr@valard.com) and we'll promptly provide you with an electronic copy.

## EMPLOYMENT REFERENCE LETTER

For reference letter requests, please contact [hr@valard.com](mailto:hr@valard.com) to get this processed and sent to you.

## HEALTH BENEFITS

Your benefits will be terminated on your last day of work. You will have 90 days from your last day to submit any expenses incurred before this date. You may submit eligible expenses using the GroupNet app or by mailing the expense form directly to Canada Life at this address:

Canada Life Assurance Company  
Winnipeg Benefit Payments  
P.O. Box 3050 Station Main  
Winnipeg, MB R3C 0E6

You may also call Canada Life at 1-800-957-9777 if you have any questions.

## REGISTERED RETIREMENT SAVINGS PLAN / TAX-FREE SAVINGS ACCOUNT

Please wait up to 30 days for your last contribution is made to show up on your account. You will continue to be able to access your information online at [www.manulife.com](http://www.manulife.com) or by calling Manulife at 1-883-838-8873. If you wish to make any changes to your plan, please contact Human Resources at 780-436-9876.



## EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)

Just a reminder that our Employee and Family Assistant Program (EFAP) program is still available to you during this period. You can reach them at 1-866-289-6749 or find out more information online at <https://app.lifeworks.com/> or TELUS Health One app.

Please contact Human Resources at 780-436-9876 or [hr@valard.com](mailto:hr@valard.com) regarding any questions you may have or if you need anything else.