

COPING WITH A TERMINAL ILLNESS OR DEATH

LIFE HAPPENS AND, WHILE IT'S NOT ANTICIPATED OR EASY, WE MAY BE FACED WITH A TERMINALLY ILL FAMILY MEMBER. WE KNOW THERE ARE MANY DETAILS THAT COME WITH COPING WITH A TERMINAL ILLNESS OR THE DEATH OF A FAMILY MEMBER. THAT'S WHY WE HAVE THIS CHECKLIST TO HELP YOU REMEMBER THE KEY THINGS TO DO AND REI RESOURCES TO SUPPORT YOU DURING THIS LIFE EVENT.

WHEN	WHAT YOU NEED TO DO	KEY RESOURCES
BEFORE THE EVENT	<ul style="list-style-type: none"> ■ Notify your supervisor of your need to take time off to care for yourself or family member ■ Contact REI Health Guide in advance of a planned leave to initiate a leave of absence and to learn about support programs and resources ■ Access services through the Work/Life Employee Assistance Program for personal support/counseling or legal/financial resources for estate planning ■ Ensure you or family member has a signed living will and health care power of attorney on file 	<ul style="list-style-type: none"> ■ Your supervisor ■ For Your Benefit ■ REI Health Guide at 1-800-451-2967
AFTER THE EVENT	<ul style="list-style-type: none"> ■ Contact REI Health Guide to inquire about resources for funeral/burial arrangements ■ Use available resources through the Work/Life Employee Assistance Program to help manage your finances, life transition and impact on your family ■ Complete the Qualified Life Event Status Change form within 30 days of the event and submit to Employee Service Center to make any changes to your benefit coverage ■ Notify your bank, creditors and governmental agencies to update names on the accounts ■ Notify the Social Security Administration for survivor benefits and a personal earnings statement ■ Update your current beneficiary information for any life or disability insurance, retirement plans and your will 	<ul style="list-style-type: none"> ■ REI Health Guide at 1-800-451-2967 ■ For Your Benefit ■ Benefit enrollment and beneficiary changes: www.benefitenroll.com ■ Social Security Administration ■ Schwab Retirement Services at 1-800-724-7526 ■ REI Employee Service Center at 1-800-999-4734 ext. 4747 or hrhr@rei.com
RETURNING TO WORK	<ul style="list-style-type: none"> ■ Confirm your return-to-work date with REI Health Guide and your supervisor and discuss any need for modified work or schedule ■ Update your personal information in Employee Self Service (W-4 status and withholding, emergency contact information, etc.) 	<ul style="list-style-type: none"> ■ REI Health Guide at 1-800-451-2967 ■ Snaplink > Human Resources > Employee Self Service > Employee Information