

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 DEATH OF A FAMILY MEMBER. THAT'S WHY WE HAVE THIS CHECKLIST TO HELP YOU REMEMBER THE KEY THINGS TO DO OR 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 direct leader of your need to take time off to care for yourself or family member. • Contact REI Health Guide to initiate a leave of absence. • Access services through the Employee Assistance Program for personal support/counseling or legal/financial resources and for estate planning. • Ensure you or family member has a signed living will and healthcare power of attorney on file. 	<ul style="list-style-type: none"> • www.foryourbenefit-rei.com > Leave of Absence • REI Health Guide at 1-800-451-2967 • Employee Assistance Program: www.mylifevalues.com <ul style="list-style-type: none"> ○ Username: REI ○ Password: EAP
After the Event	<ul style="list-style-type: none"> • Contact the Employee Assistance Program to inquire about resources for funeral/burial arrangements. • Use available resources through the Employee Assistance Program to help manage your finances, life transition and the impact on your family. • Complete the Life Event Status Change Form within 30 days of your life event and submit to hrhr@rei.com and update your benefit elections. • Notify your bank, creditors, and governmental agencies to update names on the accounts. • Contact the Social Security Administration for a personal earnings statement for yourself. • Update your current beneficiary information for any life or disability insurance, retirement plans, and your will. 	<ul style="list-style-type: none"> • Employee Assistance Program: www.mylifevalues.com <ul style="list-style-type: none"> ○ Username: REI ○ Password: EAP • To complete the Life Event Change Form in Waypoint and then update your benefit elections at hr.rei.com. <ul style="list-style-type: none"> ○ If prompted sign in with your username and password. ○ Navigate to Menu > Myself > Life Events. • Social Security Administration • Schwab Retirement Services at 1-800-724-7526 or workplace.schwab.com • Employee Service Center at 1-800-999-4734 or hrhr@rei.com
Returning to Work	<ul style="list-style-type: none"> • If on a leave of absence, confirm your return-to-work date with REI Guide and your direct leader discuss any need for modified work or schedule. • Update your personal information in Employee Self Service (name and address, direct deposit, W-4 status and withholding, emergency contact information, etc.) 	<ul style="list-style-type: none"> • REI Health Guide at 1-800-451-2967 • Update your personal information through hr.rei.com.