

Joe Holbeck  
[REDACTED]



April 2, 2026

**Subject: Separation of Employment – Final Pay and Benefits Summary**

Below is a recap of what you can expect after your last day of employment with the City.

Your final day of employment, in accordance with your involuntary termination, is April 2, 2026. Your hire date was August 25, 2025, which means you were employed with the City for 7 months and 9 days. The address we have on file is listed above, and the last four digits of your Social Security number are [REDACTED].

**Final Pay Information**

- You will be paid for all hours worked through 04/02/2026, on 04/02/2026, via direct deposit.
- Year-to-date (YTD) gross earnings: \$ [REDACTED]
- Gross wages for final week: \$ [REDACTED] (included in the YTD total).
- Payment for unused vacation benefit time will be issued on 04/02/2026, via direct deposit.
  - You will not be paid out for any sick time hours as you have not been here for five years or more, per the Employee Handbook.
  - You will receive 100% of your accrued vacation payout, totaling [REDACTED] hours of paid vacation leave.
  - Final payout amounts will be detailed in your final paystubs, which will be mailed to your address on file.

**Benefits Coverage**

- City-paid benefits (short- and long-term disability) will end on 04/02/2026.
- Your elected Medical, Dental, and Vision coverages will remain active through 04/30/2026.
- Your Health Savings Account (HSA) is yours to keep entirely upon termination, including all employer and personal contributions. You can contact UMB regarding your HSA at 866-520-4HSA.
- COBRA information will be mailed directly from Meritain to your current mailing address. Please ensure your contact information is up to date for your W-2 and Cobra paperwork.

**Retirement & Unemployment Resources**

- For FPPA questions, contact 800-332-3772 or reach our representative, Heidi Smothers, at 720-479-2339.
- In accordance with Colorado law (8-74-101), public employers must provide written notice regarding the availability of unemployment compensation at the time of separation.

Please contact [REDACTED] if you have any questions.

Respectfully,



John T. Garrett  
Human Resources Manager