

December 9, 2019

Dear Celadon Employee,

Effective immediately, Celadon Trucking will be ceasing normal operations and will be separating the role you currently serve. **Please FULLY read** the below information for each benefit that may not apply to you.

Final paycheck: Your final regular bi-weekly paycheck will be dated 12/13/2019. It will include any wages earned through the end of business for hours worked through 12/7/2019 minus your normal deductions. The deductions may also include any outstanding benefit deductions and any charges for company property not returned or returned in a damaged condition as well as any monies paid by company on your behalf. Your final paycheck payment method will be paid in manner consistent with previous practice (i.e. direct deposit). The lenders did not allow any accrued and unused vacation time to be paid out.

Company Property: If you have any company equipment (i.e. electronics, parking permit, company credit card), please return all company property to your direct supervisor, or your Human Resources Department representative, as applicable.

Unemployment: Since your position was eliminated by Celadon, you will be eligible to collect unemployment. Please visit in.gov/dwd/2362.htm for more information on eligible benefits.

401k: If your 401 (k) balance is \$5,000 or more you can leave your funds in the Celadon 401 (k) indefinitely. If your balance is less than \$5,000 you will need to request a distribution. If you do not request a distribution Celadon will eventually request a distribution on your behalf. There are three distribution options available: you may roll your 401k into an IRA, another company's 401k, or take cash distribution. If you take cash distribution and you are under the age of 59½, you may pay a penalty. To request a distribution contact Merrill Lynch at 800-228-4015. To ensure that your distribution contains all your deferrals, requests will not be processed until at least 31 days after your termination. For more information, please visit www.benenfits.ml.com. Any funds that the company and you have invested in your 401K are fully protected. Any employer distributed funds will be vested at 100% upon termination.

Medical and/or Dental and Vision Insurance: Medical, Dental, and Vision coverage terminates at midnight on December 8, 2019. Details about how to continue your coverage through COBRA and the cost of that coverage will automatically be sent to your mailing address within approximately two weeks of your last day. If you elect COBRA, your coverage will be reinstated effective the day after your last day (i.e., you will have no lapse in coverage.) If you have questions, or if you do not receive your COBRA enrollment packet after 28 days, contact Business Solver, COBRA Member Services 844-782-3152. They will ask for your account number which is your social security number. Once the company is officially closed, on a date to be determined in January of 2020, COBRA will no longer be an available option. However up until that time, if you pay the premiums to keep the coverage, your claims would be



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honored up until that point. Through the Anthem.com employee portal, you can download or request a letter of credible coverage. This document will serve as proof that you had insurance coverage under Celadon's plan.

General Open Enrollment for the Health Insurance Marketplace closes on Sunday, December 15 for coverage starting January 1, 2020. You may qualify for a Special Enrollment Period based on your loss of coverage. Visit healthcare.gov for more information.

Current Monthly COBRA Rates:

	Medical HDHP	Medical Base Plan	Medical Buy-Up Plan	Dental	Vision
Employee Only	\$363.58	\$504.90	\$646.52	\$18.47	\$5.34
Employee+ Child(ren)	\$647.16	\$903.40	\$1,146.03	N/A	N/A
Employee+ Spouse	\$781.20	\$874.99	\$1079.53	N/A	N/A
Family	\$1,065.27	\$1,276.70	\$1,654.24	\$56.49	\$12.83

Dependent Care Reimbursement Account: Your eligibility will end at midnight on your last day of employment, December 8, 2019. You can submit hardcopy claims to Discovery Benefits for expenses incurred while employed for up to 30 days following your termination date. Visit the claim portal at <https://www.discoverybenefits.com/employees>

After the 30-day period, you will NOT be able to submit claims and any funds that are remaining will be forfeited.

Medical Flexible Spending Account: Your coverage will end at midnight on your last day of employment. You can submit hardcopy claims to Discovery Benefits for expenses incurred during your employment for up to 30 days following your termination date.

Your flex direct card (VISA) will not work after your last day of employment. Visit the claim portal at <https://www.discoverybenefits.com/employees>

After the 30-day ends, you will NOT be able to submit claims and any funds that are remaining will be forfeited.

Group Term Life Insurance and Supplemental Life: As a full-time, active employee you were eligible for a free term life policy through Guardian Life. Upon separation, you may convert this life insurance policy into a personal policy. If you purchased additional Term Life Insurance, you can either port or convert that policy as well. If you are interested in finding out more about this option, contact Guardian at 800-541-7846 as soon as possible. You have only 31 days from your termination date to convert and/or port this policy.

Accident and/or Critical Illness: If you elected any of these benefits and would like to continue coverage, simply contact Unum at 866-679-3054 to set up payment directly to Unum. If you do not to continue the coverage, either contact them directly or write CANCEL on the bill and return it to them.

Term to 100: If you elected this benefit and would like to continue the coverage, simply contact Allstate at 800-521-3535 to set up payment directly to Allstate. If you do not want to continue coverage, either contact them directly or write CANCEL on the bill and return it to them.

Short-Term and/or Long-Term Disability Insurance: This coverage cannot be continued. Coverage terminates on your last day of employment.

W-2 Address Change Notification: All W-2 documents will be mailed to the address on file. Please email employeerelations@celadontrucking.com and let Human Resources Department know of your most recent address changes so that proper documents are sent to the correct address.

Accessing your W-2 documents via ADP:

my.ADP.com

Celadon Company Code: CTK1-pay

Control Number = Employee ID – on your badge

Control Number = TUD

Zip Code – your personal mailing address

Employee's SSA number – your social security number

Please email employeerelations@celadontrucking.com with any remaining questions.

Sincerely,

Celadon Human Resources