

# IF YOU OR A LOVED ONE DIES

## If you die

Your family should notify Employee Services of your death. [AskHR@Leidos.com](mailto:AskHR@Leidos.com) or 1-855-553-4367, option 3

In the event of an employee's death, all eligible dependents who are insured in a Leidos-sponsored medical plan may be eligible to elect COBRA coverage. If elected, Leidos will pay for the first six months of coverage under COBRA.

Your dependents will be sent a COBRA package with detailed information on how to enroll in dental and/or vision coverage.

COBRA coverage must be elected within 60 days of the loss of coverage.

Your beneficiary should contact Employee Services for assistance in filing a life insurance claim. [AskHR@Leidos.com](mailto:AskHR@Leidos.com) or 1-855-553-4367, option 3

## If a loved one dies

If your loved one was covered under any Leidos benefit plans, notify Employee Services of your loss. [AskHR@Leidos.com](mailto:AskHR@Leidos.com) or 1-855-553-4367, option 3

Obtain a life insurance claim form from Employee Services to receive any life insurance benefits.

Return the completed form along with the death certificate in the pre-paid UPS envelope that will be provided to you by Employee Services team.

Upon receipt of the applicable documents, Leidos will file a claim with the insurance company.

Once the claim is approved, you will receive the applicable death benefit. If the death was caused by an accident, the recipients may be eligible to receive an additional death benefit if the dependent was covered under [\*\*Accidental Death and Dismemberment \(AD&D\) Insurance\*\*](#) plan.

Upon receipt of the applicable documents, Leidos will file a claim with the insurance company.

Once the claim is approved, you will receive the applicable death benefit. If the death was caused by an accident, the recipients may be eligible to receive an additional death benefit if the dependent was covered under [Accidental Death and Dismemberment \(AD&D\) Insurance](#) plan.

Your dependents are no longer eligible for:

- [Dependent Life Insurance](#)
- [Voluntary Accidental Death and Dismemberment Insurance](#)

Your dependents may be eligible to **convert** coverage to individual policies within 31 days of loss of coverage.

Shares of Leidos stock and options are not covered by a beneficiary designation form. The executor of your estate should consult an attorney or other advisor to discuss the procedures for distributing shares and exercising options.

You may want to consider changing your beneficiary destination for your:

- [Basic Term Life Insurance](#)
- [Basic Accidental Death and Dismemberment Insurance](#)
- [Group Universal Life Insurance](#)
- [Voluntary Accidental Death and Dismemberment Insurance](#)
- [Business Travel Accident Insurance](#)

Shares of Leidos stock and options are not covered by a beneficiary designation form. The executor of your loved one's estate should consult an attorney or other advisor to discuss the procedures for distributing shares and exercising options.

Contact [Empower](#) or 800-503-8833 if you want to make a change to your beneficiary designation for your Leidos Retirement plan.