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## RIF and Your Separation Package

### Article Purpose

This article answers the most common questions about the separation package and Separation and Release Agreement related to the Reduction in Force (RIF) process. Questions included are:

- What documents are included within my separation package?
- Can I sign the Separation and Release Agreement upon receipt of my separation package?
- How long do I have to sign my Separation and Release Agreement?
- How do I sign my Separation and Release Agreement?
- Does the Separation and Release Agreement have to be notarized?

### What documents are included within my separation package?

Your separation package contains multiple documents including, but not limited to:

- A cover letter, which provides...
  - Links to relevant RIF resources
  - A summary of your severance benefits, including contact information for an outplacement services vendor
  - Instructions for considering, signing, and returning your Separation and Release Agreement.
- Your Separation Agreement and Release of All Claims (i.e. "Separation and Release Agreement" or "Agreement"), which is the legal document with your severance offer
- Any Exhibit Documents referenced in your Separation and Release Agreement, if applicable
- Any relevant state required document(s) or Notice(s)

### Can I sign the Separation and Release Agreement upon receipt of my separation package?

When you are notified of the reduction in force, and after you have validated your personal e-mail address, you will receive a copy of your separation package via [SeparationInfo@lumen.com](mailto:SeparationInfo@lumen.com). **On your termination date, you will receive another copy of your separation package, via Adobe Sign, which will contain your signable Separation and Release Agreement.** The Separation and Release Agreement cannot be signed and/or dated prior to your termination date.

Note, if you stopped performing work for the Company prior to the termination date listed in your package, please use the termination date in your package as a reference for when you can sign your Separation and Release Agreement. It is recommended you discuss the Separation and Release Agreement with an attorney prior to signing, as it is a legal document.

### How long do I have to sign my Separation and Release Agreement?

In order to receive separation benefits, you must sign the "Separation Agreement and Release of All Claims" within 45 days of your termination date.

### How do I sign my Separation and Release Agreement?

You will receive your Separation and Release Agreement via Adobe Sign. Access the document via the link sent to your personal e-mail address. Adobe will provide instructions to sign the Agreement. You will receive a confirmation e-mail once the signature process is completed.

### Does the Separation and Release Agreement have to be notarized?

No, notarization is not necessary.

