



October 24, 2025

Johnn Kotcher

Re: Administrative Separation Due To Indefinite Leave (Follow-up To Conversation)

Dear Johnny:

We hope this letter finds you doing well. According to our records, you have been our of work since July 21, 2025 and and have exhausted all leave benefits.

Thus, we contacted you on October 24, 2025 to notify you that per this conversation we are unable to hold your position, and your employment record will be updated to reflect the administrative separation of your employment as of November 1, 2025.

If any of this information is incorrect, please contact us as soon as possible with the correct information.

Please return all property generated or obtained during your employment (employee badge, keys, access cards, etc.). If you have any personal property at your work location, please contact me to make arrangements for the return of your property. Otherwise, we will assume that you do not wish to have the property returned and dispose of it.

You may remain eligible to request long-term disability benefits. Please remain in contact with The Hartford (phone 855-532-7880) on disability benefits. Medical, dental, and vision benefits will continue to be in effect through the end of the separation month if you previously elected them. You will be offered COBRA to continue any applicable group benefits active with the Company as of your separation date. Please get in touch with the HR Service Center (phone 877-750-4748) to discuss any questions you may have on your options to continue health coverage. If applicable, you will also receive communication from the Company's retirement account provider regarding your retirement accounts. If you have questions regarding your retirement account, contact the HR Service Center.

If separated, and your condition improves to the point where you and your medical provider believe you can return to work, either with or without reasonable accommodation, we encourage you to apply for any open positions for which you are qualified. Colleagues rehired within the Trinity Health System in less than one year of termination retain their original seniority date of employment. But reinstatement to your previous position is not guaranteed.

We wish you a successful recovery,

David Ceder

David Ceder
HR Colleague Relations and Labor Partner

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