

# Retirement Planning

## Timeline When Transitioning to Retirement

Faculty and staff planning to retire should take the following steps to retire and ensure a smooth transition. Below is general overview of steps, responsibilities and related timing:

1. **Employee Confirms Eligibility for Retiree Medical** and other benefits at least 120 days prior to intended retirement date. Contact Human Resource Services to schedule counseling session with a Benefits Advisor to review and confirm benefits eligibility. Call 802-656-3150 or email [HRInfo@uvm.edu](mailto:HRInfo@uvm.edu) to set up an appointment.
2. **Employee Gives Notice to Supervisor** in writing at least 90 days prior to chosen retirement date. Indicate actual retirement date, requested vacation times and last day in office. Also provide copy to Department HR Rep.
3. **Supervisor Responds** with written acknowledgement of mutually agreed upon retirement date within 7 days. A copy of supervisor letter sent to the department HR Rep. See appendix in [Separation Checklist](#) for sample letter.
4. **Department HR Representative Submits ePAR** (electronic personnel action request) containing retirement effective date. Attachments to include employee and supervisor letters acknowledging retirement date. If applicable, vacation payout amount added to ePAR closer to retirement date.
5. **Employee Meets with Benefits Advisor** at least 60 days before retirement date for forms completion. Items to confirm include benefit plans available, cost-share in retirement, enrollment in Medicare coverage, and how Medicare coordinates with UVM medical insurance. Complete forms to enroll in retiree benefits as applicable.
6. **Employee Contacts TIAA and/or Fidelity** about retirement savings.  
Information available on the following link: [Contact UVM Retirement Vendors](#)

