

# UVM EMPLOYEE RETIREMENT TIMELINE

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- 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 [HRSinfo@uvm.edu](mailto:HRSinfo@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 Representative.
  - 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 Representative. 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 at: [Contact UVM Retirement Vendors](#)