

PHASED RETIREMENT

[HTTPS://SPG.UMICH.EDU/POLICY/201.83](https://SPG.UMICH.EDU/POLICY/201.83)

Phased retirement refers to reduced appointments that assist an individual in preparing for retirement. A reduced appointment may be combined with a retirement furlough for eligible faculty and those who are not eligible for retirement furlough.

Once a faculty member has decided to begin the retirement process, they should outline their plan to their Department Chair. The plan should outline a begin and end date (typically 1- 3 years) for their retirement plan. The plan should be outlined as to when they will be working, any effort reductions, their last day worked, and the official date of retirement. This letter should be signed by the faculty member. This letter may be endorsed by the Chair or the Chair may choose to send an additional letter.

Once the letter has been endorsed by the Chair, it should be forwarded to the Office of Faculty Affairs (OFA). OFA will verify that the faculty member is eligible for their choice of retirement and confirm that the time being requested meets guidelines. If approved, OFA will prepare a letter from the Senior Associate Dean for Faculty and Faculty Development for the faculty member to sign confirming the terms of their retirement. Copies of the letter will be sent to the Chair, CDA, OFA, and HR. The department will then prepare all PAR transactions associated with the phased retirement payment and effort.

Once the letter is signed, there can be no changes to the retirement plan without the Senior Associate Dean's approval.

*Coverage and University contributions for medical, prescription drug, dental, and life insurance continue during periods without pay as well as periods with pay. The staff member must make arrangements in advance to continue staff member contributions, if any, during periods without pay. The University contribution for medical insurance for the duration of the phased retirement will be based upon the salary band rate that was applicable prior to beginning phased retirement.

**Those who are participating in phased retirement, by reducing their hours of appointment, will be paid for all accrued vacation in excess of the maximum accrual eligibility for the reduced appointment. Anyone participating in phased retirement by taking a leave of absence for a fixed period of time will maintain vacation hours accrued not to exceed the maximum eligibility. Faculty on a one month in twelve vacation plan will use vacation during periods of work assignments.