

? Considering Retirement ?

NOTE: Retirement-eligible employees are at least age 55, with a minimum of 10 vesting years of service. Employees hired after 1/1/2004 are not eligible for Post-Retirement Insurances. Employees rehired after 1/1/2004, with a break in service of 5 or more years, are also not eligible for Post-Retirement Insurances.

Five Easy Steps

Step 1.) Contact Benefits Administration using ***Benefits**

Step 2.) Request a full pension estimate report package 3 to 4 months prior to last day of work.

Step 3.) Schedule an appointment to complete retirement election forms. The appointment should be scheduled approximately 3-4 weeks prior to last day of work; spouse (or friend) may attend. Election (enrollment or deferral) **MUST** be made **PRIOR** to last day of employment to maintain eligibility for Post-Retirement Insurances under the Hanford Employee Welfare Trust (HEWT).

EXHAUSTING YOUR PTB TO EXTEND YOUR RETIREMENT DATE IS STRICTLY PROHIBITED

Step 4.) Advise manager two weeks prior to last day of work. Manager will submit an Employee Record Change Form (A-6002-133) to Personnel Records, who will prepare an Exit Clearance Package for the manager. The manager will provide the Exit Clearance Package to the employee. When notifying your manager of your intention, be sure to remind them that they will need to complete the ERC, indicating that you are retiring; NOT TERMINATING. **Failure to do so may have unfavorable consequences regarding your health insurance.**

Step 5.) Employee is responsible for ensuring the Exit Clearance Form is complete.

- Manager section signed
- AdvanceMed Hanford (AMH)
- Human Resources or Industrial Relations
- Security (3790 Building, 300 Area)
- Payroll (2425 Stevens Center Lobby)