

**Subject:** FW: Post Retirement Request

The following are general guidelines to be followed:

1. A letter from the employee stating the intent to retire and the start date of retirement is to be sent to the District Director. A contingency clause may be included in the letter stating "this is contingent on a post retirement appointment" .
2. A letter requesting a post retirement position should be sent to the District Director either with the letter of retirement or after. (Post retirements need three months to be processed). The letter requesting a post retirement appointment must include a start date ( there must be a 3 day break in service between retirement and a post position appointment) , an ending date (no more than 1 year), a description of the job duties and goals for the post retirement position and the percentage of post retirement being requested(maximum of 80%).
3. The retirement letter, the post retirement request and a letter of support from the District Director should be sent to Dr. Henning.

If the DD and Dr. Henning approve, the process continues through the Dean's Office , Provost and Board of Trustees. Thus the need for a three month window.

**Board of Trustees Agenda Materials Due Dates 2011**

<b>Date Agenda Materials Due to Dean's Office</b>	<b>Date of Board Meeting</b>
December 22, 2010	February 22, 2011
February 7, 2011	March 29, 2011
March 18, 2011	May 3, 2011
May 2, 2011	June 14, 2011
August 1, 2011	September 13, 2011
September 12, 2011	October 25, 2011
October 31, 2011	December 13, 2011