

## UCSB Local Procedures - Phased Retirement Program

1/1/15-12/31/19

*Program details are located on the [UCnet](#) website.*

1. Interested employees will need to complete the [Phased Retirement Program Contract](#) and get it approved and signed by the direct supervisor, department head, and the Vice Chancellor.
2. Once the contract is completed, approved, and signed by all necessary parties, send the original signed contract to Amy Arnold in Human Resources (HR), mail code 3160.
3. Upon receipt of the contract, HR will send a confirmation email to the employee with a courtesy copy to the Department MSO/Business Officer. The email contains an estimate of the retirement payout and instructions for entry into PPS.
4. Department enters the new distribution into PPS. Please note that the participation in the Phased Retirement Program requires a minimum of 10% reduction in the first year with a subsequent 10% in the following years, i.e., year 1 10%, year 2 20%, etc. This means that a new distribution is required for each year of participation in the program.
5. Approximately three months before the retirement date, HR will send an email to the employee, with a courtesy copy to the Department MSO/Business Officer, instructing the employee to sign and return a [Phased Retirement Program – General Release of Claims](#) form to Amy Arnold in HR, mail code 3160. This form must be received by HR no later than 60 days prior to the retirement date.
6. Once the General Release of Claims form is received by HR, a confirmation email will be sent to the participating employee with a courtesy copy to the Department MSO/Business Officer with instructions on how to enter the payout into PPS.

**Please note** that participation in the Phased Retirement Program is completely separate from the actions necessary to initiate retirement from the University. Employees should independently contact the [UCnet](#) website for more information on retiring from the University and/or contact the [Retirement Administration Service Center \(RASC\)](#) directly.

Questions? Please contact Amy Arnold at [email](#) or x4068.