

## Policies Associated with Retirement

The following guidelines apply to faculty and staff who are retiring from the university.

### **Longevity Pay** (*Click here to review [Policy HR0432](#)*):

a. Twelve-Month Faculty and Staff: Twelve-Month faculty and staff are eligible for longevity pay provided they are in an active pay status on the next to last calendar day of the month which immediately precedes their longevity anniversary month. For example, an employee who has a longevity anniversary month of July and plans to retire June 30 must be in an active pay status on June 29 to be eligible for the longevity pay. Faculty retiring June 30 will receive longevity pay if their longevity anniversary month is July, August or September (October for part-time faculty).

b. Nine-Month Faculty or Flex-year Employees: Nine-month faculty are eligible for longevity pay provided they are in an active pay status on the next to last calendar day of the month which immediately precedes their longevity anniversary month. For example, an employee who has a longevity anniversary month of January and plans to retire December 31 must be in an active pay status on December 30 to be eligible for longevity pay for that fiscal year. Nine-Month faculty or flex-year employees who retire after completing their responsibilities for that academic year are eligible for the longevity pay provided their longevity anniversary month is either May, June, July, August, or September (October for part-time employees).

### **Annual Leave** (*Click here to review [Policy HR0305](#)*):

At the time of retirement, retirees may elect a lump sum payment of unused annual leave. If this election is made, retirement contributions will not be made on the value of the unused leave, and the amount of payment will not be included as part of the retiree's average final compensation. Should the retiree elect not to receive the lump sum payment for annual leave, he or she will be extended on the payroll until all annual leave has been used. In such a case, the university will make retirement contributions on behalf of the employee and creditable service for retirement will be granted. Additionally, the value of the leave will be included in the retiree's average final compensation.

### **Sick Leave** (*Click here to review [Policy HR0380](#)*):

For the Tennessee Consolidated Retirement System (TCRS), Joint Contributory Retirement System (JCRS), Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) members, all unused sick leave is credited toward retirement. However, unused sick leave is not included as creditable service for disability retirement. Subject to changes in the plans, all university retirement plans add unused sick leave to an employee's total years of service to determine the state's portion, if any, of retiree insurance premiums.

### **Employment of University and State of Tennessee Retired Employee** (*Click here to review [Policy HR0120](#)*):

Retirees must be officially retired from service with the University of Tennessee or the state of Tennessee before being re-employed.

Persons retired from service with the University of Tennessee, Board of Regents Institutions, or the state of Tennessee must wait 60 days from the effective date of retirement to be re-employed by any of these agencies. An exception to the 60-day waiting period is allowed if the department certifies in writing to UT Benefits and Retirement Services that:

- a. No other qualified person is reasonably available, and
- b. During the first 60 days after retiring, the retiree works no more than one-half of the hours he or she was normally scheduled to work as a regular employee before retiring, and
- c. The retiree will work no more than the maximums allowed by law.