Information Regarding Your Upcoming Retirement
From an Alternative Retirement System (ARP)

Congratulations! Your decision to retire from the University is an important life decision. The staff in the Human Resources Office and the Office of Academic Personnel is here to assist you as you make this move to the next phase of your personal and professional life. As with all big decisions, having the information you need and taking time to plan appropriately is an important step in the retirement process. We can also help you contact the appropriate staff members in other University offices, as needed, throughout the process. The following check points are a brief outline of some of the things you need to consider prior to the day you retire.

✅ Alternative Retirement Plan Members: You must be at least 65 in order to retire under the Alternative Retirement Plan. If you decide to stop working before you reach age 65, your separation from the university will be considered a resignation and you would not be eligible for a sick leave conversion payout. You do not need to contact STRS; however, you will need to make arrangements with your ARP carrier to start withdrawing your funds. You would be responsible for purchasing your own medical plan and contacting Social Security to apply for Medicare.

✅ Letter of Intent to Retire: To initiate your retirement from the University, you need to submit a letter of intent to your Supervisor, Chair, Manager, etc. This letter should state the effective date of your retirement. After you submitting the letter, your Department/School/College/Campus will submit a Notification of Separation that triggers all related University procedures to complete your retirement.

✅ Medical Benefits: Your University medical benefits will end on the last day of the month of your retirement date. You would be responsible for purchasing your own medical plan and contacting Social Security to apply for Medicare.

✅ Sick Leave Payout: According to Administrative Policy (6-11.1 [F]), if you have 10 or more years of Ohio state service, you are entitled to be paid one fourth of your sick leave balance, up to a maximum of 30 days, at your current rate of pay. Upon accepting such payment, all sick leave credit accrued up to that time will be eliminated from your leave balance. Payment for the conversion of sick leave will be made in a lump sum on the payroll following your last check for final working hours. Note: If you wish to transfer some of your sick leave payout to an eligible tax deferred account, the University’s Benefits Office will assist you in making these arrangements.
✓ **Vacation Payout:** If you hold a twelve month appointment, your unused vacation will paid to you according to the procedures described in Administrative Policy (6-11.7 [3][d]). Payment of unused vacation leave will be made in a lump sum on the payroll following your last check for final working hours.

**Additional Vacation and Sick Leave Payout Questions?**
Staff-contact HR Records at 330-672-8316
Faculty-contact the Office of Academic Personnel at 330-672-8717

✓ **Email account:** After your retirement, your email account will be switched from Office 365 to a Gmail account, using your current Kent State University email address.
A [Third Party Email Access Form](#) must be completed and faxed to 330-672-3253. Please contact the Office of Security and Access Management at 330-672-5566 with any email questions.

✓ **Benefits Office:** The University’s Benefits Office will assist you in obtaining a retiree Flashcard and will provide additional information on what benefits and services you may be entitled to as a retiree.
**Additional Benefits Questions? Contact University Benefits at 330-672-3107.**

The Human Resources Office and the Office of Academic Personnel are here to assist you with navigating the retirement process and provide support beyond retirement. As a retiree of Kent State University, you are welcome to contact our staff at any time. We will be happy to answer your questions.

Best Wishes!