Steps to Retirement from an Alternative Retirement Plan (ARP)

1. **Alternative Retirement Plan Members:** You must be at least 65 in order to retire under an ARP. If you decide to stop working before you reach age 65, your separation from the university will be considered a resignation and you will not be eligible for a sick leave conversion payout. 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 regarding applying for Medicare.

2. Determine your actual retirement date and what your last date worked will be from Kent State University.

3. Give notice to your Department Chair, College/Campus Dean, Director or Manager by submitting an “Intent to Retire” letter at least 60 days in advance, if possible.

4. After the submission of your retirement letter, your department should then complete the Notification of Separation (NOS) Workflow.
   - Questions before beginning the NOS:
     - Do you need Third Party Access for continued use of your email after retirement? If so, please have your department indicate that information on the NOS.
     - For continued access please complete the Third Party Email Access Form and fax it to Security and Access Management at 330-672-3253.

5. Complete and email the Request for Sick Leave Conversion Form to hr-records@kent.edu for classified and unclassified employees, and to ACADEMIC_PERSONNEL@kent.edu for faculty members. Completion of this form allows your sick leave to be paid out upon retirement.

6. Meet with the Benefits Department to discuss:
   - KSU insurance plan end dates
   - Tax sheltering of sick leave and vacation payout
   - Expectation for retiree health insurance ID cards

7. Once the retirement process is completed:
   - You will receive your last regular pay
   - Your vacation and sick leave payoff will be paid out on the next pay AFTER your last regular pay

Congratulations and Best Wishes!