



# KEAN UNIVERSITY

## Retirement/Resignation Procedures

### I. Notification Requirements

An employee who is resigning must provide a letter of resignation to the supervisor and to the Office of Human Resources at least fourteen (14) days prior to the anticipated date of termination.

An employee who is retiring must provide a letter of retirement to the immediate supervisor and to the Office of Human Resources three to six months prior to the anticipated date of retirement. Retirement application forms must also be completed prior to the retirement date. It is recommended that the appropriate retirement application forms also be submitted three to six months prior to retirement.

Please note that employees eligible to retire may do so on the first day of a month (i.e., March 1, April 1, etc.) Faculty members may retire at the end of a semester, either January 1 or July 1.

It is the supervisor's responsibility, upon receipt of the letter of resignation and/or retirement, to immediately send an email to the Office of Human Resources at [hr@kean.edu](mailto:hr@kean.edu) containing the supervisor's acknowledgement of the resignation and/or retirement.

The Office of Human Resources will confirm receipt of notices for resignation or retirement via email to the employee and the supervisor, and schedule an exit interview for the employee as appropriate.

### II. Submission of Time Sheets

For at least three (3) consecutive pay periods subsequent to the resignation and/or retirement, it is the supervisor's responsibility to submit bi-weekly Time & Attendance sheets reflecting the former employee's resignation and/or retirement.

### III. Pre-Retirement Advising

In-person pre-retirement advising is conducted throughout the year, by appointment only. If an employee is interested in pre-retirement advising, please feel free to contact Yrelys Tapanes, Benefits Manager, Office of Human Resources, at 908-737-3313 or [ytapanes@kean.edu](mailto:ytapanes@kean.edu).