



Phased Retirement Program Application

Application to participate in the Phased Retirement Program reducing budgeted hours from full-time to part-time status while remaining eligible for full-time employee premiums for health and dental coverage

Eligibility Requirements:

- Minimum age of 60
- Minimum of 5 years of consecutive full-time service with Mission Health immediately preceding application
- Currently budgeted to work 35-40 hours per week or 70-80 hours per pay period (.875 - 1.0 FTE)
- Able to reduce hours or transfer to a part-time position scheduled for at least 20 hours per week or 40 hours per pay period (.5 - .8 FTE)
- Maximum program duration is 5 years

Process:

1. Determine if you meet the eligibility requirements listed above.
2. Discuss the feasibility with your manager of reducing your scheduled hours. It may be necessary to consider creative work alternatives or a different role at Mission Health. You can look for opportunities on the job listing at careers.missionhealth.org.
3. Complete this Phased Retirement Program Application (also available on the Mission&Me internet website.).
4. Obtain your manager's signature on the form.
5. Send the completed form to HR Direct Connect (HRDC). HRDC will confirm your eligibility and route your application to the SVP of Organizational Transformation.
6. HRDC will notify you once your application has been processed.
7. If approved, begin your transition into retirement.

Name (Please Print) _____ **Employee #** _____

Current Position _____ **Requested New Position*** _____

Effective Date _____ **Employee Signature** _____

Manager Signature _____

***If a position isn't available and approved in your department, you will need to complete an application online for consideration of another position. The Career Development Center (213-4488) can assist.**

HR Direct Connect Review: Eligibility requirements met? Yes No

SVP Organizational Transformation Signature _____

NOTE TO MANAGER: If approved, you must submit the Personnel Action Form and indicate change to status 04.