



To: UMPNC Employee

This notice is to inform you that decreasing your appointment fraction to less than twenty hours per week has implications related to retirement eligibility. To retire with benefits requires a continuous benefit eligible appointment, or a continuous appointment of at least twenty hours per week. If you decrease to less than twenty hours and then increase again to twenty hours or greater, the calculation of years toward retirement may begin again with the date that the appointment was increased to twenty hours or more. As a result, years worked in a benefit eligible position prior to the decrease in hours may count toward retirement eligibility based on the UMPNC contract Paragraphs 215E and 215F. You may review the Standard Practice Guide (SPG) 201.83 Retirement* or consult with the Benefits Office** if you have questions.

In order to process your request to decrease your appointment fraction to less than twenty hours, please review this information, sign the form below and return it to your supervisor. A copy of the signed form will be maintained in your personnel file in the Human Resources Department.

*SPG Policy is available on-line (<http://spg.umich.edu/policy/201.83>)

** Benefits: Bridging Eligibility Periods (<http://benefits.umich.edu/events/retire/retbridge.html>)

This is to verify that I have read the information in the paragraphs above and understand that I must have a continuous appointment of at least twenty hours per week in order to retire with benefits. I further understand that by decreasing my appointment fraction to less than twenty hours per week, my previous eligible years of service at the University may count toward retirement eligibility based on the UMPNC contract Paragraphs 215E and 215F.

Employee Name (Print)

Employee Signature

Date

Supervisor Signature

Date

Please send original document with signatures to the Human Resource Consultant for your area.

cc: Department File