



Retirement

[*Owner: Office of Human Resources*]

The Diocese does not have a mandatory retirement age.

Employees who are eligible for and are considering retirement should provide appropriate written notice of their intent to retire to their supervisor and to the Director of Human Resources. A sixty (60) day notice of retirement is requested.

Upon written notice, the Office of Human Resources will process the necessary paperwork to apply for employee benefits for which the employee may be eligible, to include retirement benefits and continuation of coverage for health and medical insurance.

For retirement benefit purposes, retirement is defined as an employee who completed:

- 10 consecutive years of service at benefit eligible level and at least age 60
- 15 consecutive years of service at benefit eligible level and at least age 50
- 20 consecutive years of service at benefit eligible level and at least age 40

In order to retain health insurance as a retiree, one must meet above criteria and must be enrolled in a diocesan health plan for 12 months prior to retirement date.

Employees will be paid through the last day worked and for any unused paid vacation balance at the time of termination according to state law. Employees will be given notification of benefit termination and continuation rights, if applicable, according to benefit regulations and Diocesan policy.