

**INSTRUCTIONAL STAFF**  
**APPLICATION FOR RETIREMENT LEAVE OF ABSENCE (TRAVIA)**

**INSTRUCTIONS:** 1) Applicant obtains information from College Personnel Officer, completes this form and forwards it to Chairperson or Unit Head for signature. 2) Chairperson or unit head forwards it to Division Vice President for signature. 3) The form is then forwarded to the College Personnel Officer with Personnel Action Record.

**NOTE:** If you have any questions regarding your eligibility for retirement, contact the University Pension Officer.

Name \_\_\_\_\_ Soc. Sec. No \_\_\_\_/\_\_\_\_/\_\_\_\_

Department \_\_\_\_\_ Title \_\_\_\_\_

Retirement System: \_\_ TRS \_\_ ERS \_\_ TIAA Member # \_\_\_\_\_

I hereby apply for a retirement leave of absence starting \_\_\_\_\_. The probable date of retirement is \_\_\_\_\_. I filed my retirement papers with the appropriate retirement system on \_\_\_\_\_. **OR** I intend to file my retirement papers on \_\_\_\_\_. (You must file your retirement papers in order to receive your retirement allowance. Any delay will result in a delay in receipt of your first retirement check and could result in a loss of all retirement benefits. For **ERS**: must file within 30 to 90 days; for **TIAA and TRS** must file at least **ONE (1)** day before effective date.)

**TYPE OF RETIREMENT:** Mandatory \_\_\_\_ Service \_\_\_\_ Disability \_\_\_\_

To the best of my knowledge, I will be eligible to retire at the end of my leave. University Pension Officer is authorized, if necessary, to determine from the retirement system my eligibility for retirement.

I understand that any temporary disability leave taken before the date of approval of the retirement leave and the starting date of the leave may reduce the length of retirement leave and that the retirement system will consider the period of my retirement leave as active service for retirement purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**NOTED AND ENDORSED:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Chairperson or Unit Head)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Provost)

COLLEGE HUMAN RESOURCES OFFICE

Date Informed \_\_\_\_\_ Date Personnel Action Form Submitted \_\_\_\_\_

Date of Letter & Form to Retirees regarding procedures \_\_\_\_\_

Date President Informed \_\_\_\_\_

**Attach retirement leave verification**

**RETIREMENT LEAVE VERIFICATION**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

STARTING DATE OF LEAVE \_\_\_\_\_

RETIREMENT SYSTEM \_\_\_\_\_ MEMBER # \_\_\_\_\_ TIER \_\_\_\_\_

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This to certify that the applicant has \_\_\_\_\_ unused disability days as of \_\_\_\_\_

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In accordance with the pertinent provisions of the Bylaws of the Board of Higher Education, the applicant is entitled to a retirement leave of \_\_\_\_\_ days, from \_\_\_\_\_ to \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Director

Print: \_\_\_\_\_

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I approve the retirement leave as indicated above for submission to the Board of Higher Education. The applicant has met all qualification requirements for the leave.

Signature \_\_\_\_\_ Date \_\_\_\_\_

President or Designee

Print: \_\_\_\_\_

CC: Human Resources Office

President

Dean

Department Chairperson or Unit Coordinator

Employee

Human Resources title Specialist

Labor Designee

## **PROCEDURES ON RETIREMENT**

In order to avoid the risk of forfeiting all retirement benefits, it is essential that certain steps be taken as the individual approaches his retirement date. There are **two** basic procedures: (1) involves internal procedures within the College described in **(A)** below; (2) involves procedures which relate directly to the retirement system of the individual, described in **(B)** below.

(A) **Determination of Terminal Leave** – Regardless of the retirement system to which the individual belongs, he/she may be entitled to terminal leave based upon accrued temporary disability leave. Members of the staff should contact the College Benefits Officer for verification of retirement leave.

Employees will be given an Application for Retirement Leave of Absence (TRAVIA). This form must be completed and filed by the employee with his/her department or unit head, which will then fill out necessary Personnel Action Forms to process retirement leave.

### **(B) Filing Retirement Papers**

**Teachers' Retirement System (TRS)** – Application must be filed with TRS at least **ONE (1) day** prior to the retirement date. Employees wishing to retire must contact the Teachers' Retirement System, 40 Worth Street, New York, NY 10013, a few months prior to their actual retirement date to request a basic set of retirement data and retirement application forms.

**TIAA** – Employees must file directly with TIAA at 730 Third Avenue, New York, NY 10017 at least **ONE (1) day** prior to retirement date.

**New York City Retirement System (NYCERS)** – Members of this system may retire not less than 30 or more than 90 days subsequent to the filing of application for retirement. Application forms may be obtained from the Human Resources Office and must be filed at NYCERS, 335 Adams Street, Brooklyn, NY 11201.

***IT CANNOT BE EMPHASIZED TOO STRONGLY THAT IT IS THE RESPONSIBILITY OF EACH EMPLOYEE ANTICIPATING RETIREMENT TO ENSURE THAT HIS/HER RETIREMENT APPLICATION IS ON FILE WITH THE APPROPRIATE RETIREMENT SYSTEM AND WITH THE COLLEGE HUMAN RESOURCES OFFICE WITHIN THE PROPER FILING PERIOD.***

### **RETAINING HEALTH INSURANCE COVERAGE ON RETIREMENT**

Those who retire under the TIAA-CREF retirement system are deemed by the City of New York not to be in a "City Pension System". However, they do continue to receive **basic** City Health Insurance Plans.

## **PROCEDURES ON RETIRMENT**

Retirees under TRS who have a waiting period between the date of retirement and the date the retirement allowance becomes payable are not presently eligible for city paid health insurance between the date of retirement and the date pay ability starts. A retiree in this category should obtain health insurance coverage during such period at his/her own cost. The retiree will become eligible for City-paid health insurance when the TRS retirement allowance commences.

Those who retire under ERS Plan A after 20 years of service with a deferred pay ability date are eligible for continuation of City-paid health insurance prior to the commencement of the retirement allowance payments, for a period not to exceed five years.

**Staff members who are planning to retire and wish to change to a different medical plan MUST apply for the change during the Health Transfer Period (usually November) immediately preceding their retirement.\* However, the Optional Benefits rider may be added to the basic coverage at the point of Retirement.**

**\*Exception:** HIP subscribers who permanently move out of the HIP area at retirement are permitted to select another City health plan at that point.