

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 Office 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: Member # _____
 TRS ERS TIAA

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 30-90 days; for **TIAA & 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 _____

NOTED AND ENDORSED:

Signature _____ Date _____
(Chairperson or Unit Head)

Signature _____ Date _____

COLLEGE PERSONNEL OFFICE

Date Informed _____ Date Personnel Action Form Submitted _____

Date of Letter & Form to Retirees regarding procedures _____

Date President Informed _____

College HR Officer _____ Date _____

Attach retirement leave verification

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 Personnel 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, who will then fill out the 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 Ave., 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 Personnel Office and must be filed at NYCERS, 335 Adams Street, Brooklyn, NY 11201.

Obtaining Information on Retirement Benefits Located at the CUNY Office of Faculty and Staff Relations, Grace Building, 1114 Avenue of the Americas, 40th floor, New York, NY 10021 at the University Benefits Office.

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 PERSONNEL OFFICE WITHIN THE PROPER FILING PERIOD.

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RETAINING HEALTH INSUREANCE 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”; therefore, they do not continue to receive any of the **basic** City Health Insurance Plans. Consequently, they are not able to retain the Faculty Welfare Trustees’ supplements to the Major Medical (GHI Type E) coverage.

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 payability starts. Neither can such employees covered by Major Medical (GHI Type E) retain the Trustees’ supplements during this period. A retiree in this category should obtain health insurance coverage during such period at his own cost. The retiree will become eligible for City-paid health insurance (and the Faculty Welfare Trustees’ supplements to Major Medical GHI Type E) when the TRS retirement allowance commences.

Those who retire under **ERS Plan A** after 20 years of service with a deferred payability 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 September-October) 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.

Retirement Leave Verification

DATE _____

NAME _____

DEPARTMENT _____

TITLE _____

STARTING DATE OF LEAVE _____

RETIREMENT SYSTEM _____ MEMBER NO _____ TIER _____

This is to certify that applicant has _____ unused disability days as of _____

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: Imelda Redito

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

Signature _____ Date _____
President or Designee

Print _____

Copies of fully approved application for retirement Travia will be distributed as follows:
Human Resources
President
Vice President
Deans
Dept. Head