

RETIREE CHECK LIST

- _____ Make appointment with Social Security Administration (Age 64)

- _____ Make appointment with Jefferson Pension Specialist (approximately 4 months before retirement date)

- _____ Give notice to Supervisor (at least equal to annual vacation time)

- _____ Ensure that timekeeper processes PAF for your final paycheck
 - For regular hours worked
 - For accrued and unused sick time up to 36 days if applicable
 - For accrued and unused vacation time as applicable

“Sick Time” is payable to non-bargaining employees minimum age 55 with 10 years of vesting service

“Vacation time” is payable to non-bargaining employees minimum age 55 with 10 years vesting service accrued but unused up to two times annual allotment. All other terminating non-bargaining employees receive accrued but unused up to annual vacation allowance.

- _____ Health, Dental, Vision Insurance
 - Option for 18 months coverage under COBRA until age 65 through Sysdyn. Bills are sent directly to your home. For additional assistance regarding COBRA contact the Benefits Office.
 - If age 65 or older contact Social Security Administration 3 to 4 months prior to your retirement date to enroll in Medicare Part B.
 - Explore Medigap Insurance

- _____ Contact Tax Sheltered Annuity Company if applicable

- _____ If interested in converting Life Insurance Policy contact the Benefits Office.