

## 2430 – Early Retirement Benefits

### 1. Sick Leave Payout

#### Eligibility

An employee is eligible for the sick leave payout if the employee:

- is not less than 60 years of age;
- has not reached 64 years of age;
- retires under the provisions of the Kansas Public Employees Retirement System; and
- has been employed at the College full-time for a minimum of fifteen (15) consecutive years immediately prior to the request for early retirement.

#### Benefit

An eligible early retiree will be paid for accrued sick leave at a rate of the retiree's average base salary calculated as a daily rate for the last four years of employment times (X) the number of accrued sick days up to \$100 per day.

Example:

An early retiree's average four-year's salary is \$25,000. Applying the average daily salary for a 12-month employee for these four years is \$96.15.

52 weeks x 5 days per week = 260 full-time working days in a calendar year

- $\$25,000 / 260 \text{ days} = \$96.15$

If the early retiree had 90 days of accrued Sick Leave, the following figures would indicate the total amount of compensation the early retiree would have coming to the employee at the time of early retirement.

- $90 \text{ days} \times \$96.15 = \$8,653.50$  – Total lump sum payment

### 2. Special Retiree Coverage for Kansas Municipal Employees

If you have at least ten (10) full-time years of service with the College at the time of your retirement, you (and any Spouse and/or dependents who are covered through you at the time of your retirement) may elect to continue coverage in the Plan if each of the conditions set forth below are satisfied:

- A. *Waiver of COBRA.* You waive your right to elect COBRA continuation coverage.
- B. *Timely Election to Continue Coverage.* You affirmatively elect to continue coverage under the Plan no later than thirty (30) days after your retirement from employment with the College.

Note: For purposes of this special retiree coverage, the term "retirement" means that

you have terminated employment and are receiving a KPERS retirement or disability benefit for your service with the College.

C. *Payment of Premium.* You must pay the entire cost of coverage for this retiree continuation coverage. Although the exact premiums will be determined by the College, the College may also require that you pay an administrative fee of up to 25% of the cost of the coverage.

*Termination of Continuation Coverage.* Your special retiree continuation coverage will terminate upon the earliest occurrence of the following events:

- 1) You turn age sixty-five (65);
- 2) You become covered, or become eligible to be covered, under another employer's group health plan;

Note: The reference to "another employer's group health plan" only refers to an employer of the Participant himself/herself.

- 3) You fail to make a required premium payment on a timely basis; or
- 4) The College terminates the Plan.

*Coverage of Your Spouse and/or Dependents.* If you elect to continue coverage under this special retiree continuation coverage, you may also elect to cover your Spouse and/or Dependent(s) who were covered through you under the Plan as of your retirement from employment with the College. In order for any such individuals to be covered, however, they also must waive their right to elect COBRA continuation coverage. The coverage of such Spouse and/or Dependent(s) shall terminate upon the earliest occurrence of the following events:

- 1) Your coverage under the Plan terminates;
- 2) Your Spouse and/or Dependent (as applicable) turns age sixty-five (65);
- 3) You fail to make a required premium payment on a timely basis;
- 4) Your Spouse and/or Dependent becomes covered, or becomes eligible to be covered, under another employer's group health plan; or
- 5) The College terminates the Plan.

*Construction and Application.* This section shall be construed and applied in a manner consistent with the requirements of Kansas Statutes Annotated 12-5040.

### Application

An employee requesting to take early retirement must submit a request in writing to the President. Faculty will give notification in accordance with the dates specified in Kansas Statutes Annotated 72-5437 in the academic year prior to the retirement date.

The following information must be submitted by all applicants in writing to the President:

- A statement of the applicant's desire to take early retirement;
- The anticipated date of retirement;
- The applicant's birthday and age on the date of retirement;

- The current mailing address and telephone number of the applicant; and
- The number of continuous full-time years the applicant has been employed by the College.

**Related Form(s)**

- [Early Retirement Letter Template](#)

**References**

- [Kansas Statute 12-5040](#)
- [Kansas Statute 72-5437](#)

**Relevant Policy or Procedure(s):** [1415 – Early Retirement](#)

**Approved by:** President

**Date:** 1/14/08

**Revision(s):** 11/22/10; 5/6/15 (minor revision); 4/9/19 (minor revision); 10/1/21 (update)