

## **BP 2.12 Retirement Notification**

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**Legal Authority** 1C SBCCC 200.94

**Approvals** 10/26/07  
**Revision**

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### **Policy**

- A. An employee of the college must verbally notify his/her supervisor and the Vice-President of Finance and Administration six months prior to the planned date of retirement.
- B. The employee will continue with all responsibilities of his/her position until the actual date of retirement.
- C. The employee will submit in writing four\* months prior to retirement his/her actual date of retirement and procedures for vacation payoff and other expenditures.

\*Reference House Bill 777 effective July 1, 2007.