

Revised: August 6, 2007; October 1, 2017; October 1, 2018; October 1, 2020; October 1, 2022; August 25, 2026

I. Notice to the College

1. An employee who intends to retire shall notify the employee's appropriate supervisor, Senior Leader, and Human Resources in writing at least thirty calendar days before the intended final workday.
2. Employees are encouraged to provide notice approximately 120 days before retirement to allow time for processing and transition planning.
3. The notice must include the employee's:
 - a. Final workday; and
 - b. Intended retirement date.
4. Notice to the College is not an application for retirement benefits.
5. A retirement notice may be withdrawn or changed only with the written approval of the President or authorized designee.

II. Applying for Retirement

1. The employee is responsible for applying for retirement benefits through the employee's ORBIT account or by submitting Form 6 to the North Carolina Retirement Systems Division.
2. The effective retirement date must be the first day of a calendar month.
1. The retirement application must be filed at least one day, but no more than 120 days, before the effective retirement date.
3. Employees are encouraged to apply as close to 120 days before retirement as practicable. Applications submitted fewer than sixty days before retirement may delay the first benefit payment.
4. Retirement eligibility, service credit, benefit amounts, and payment options are determined by the Retirement Systems Division.

III. Retirement Process

The employee shall complete the following steps:

1. Meet with Human Resources to review the proposed retirement date, leave balances, benefits, and separation requirements;

2. Submit the retirement application through ORBIT or by using Form 6;
3. Complete the payment-option election and all other documents required by the Retirement Systems Division;
4. Review all benefit, beneficiary, tax, direct-deposit, and retiree health-coverage information; and
5. Return College property and complete the College's separation requirements.

Human Resources shall provide the employment, salary, service, and unused sick-leave information required by the Retirement Systems Division.

IV. Separation and Employment After Retirement

1. To qualify for retirement, an employee must end employment, completely separate from active service, and have no agreement or understanding to return to work.
2. Except when specifically permitted by applicable law and confirmed in advance by Human Resources and the Retirement Systems Division, a retiree may not perform any work for the College or another participating Teachers' and State Employees' Retirement System employer during the six months immediately following the effective retirement date, including part-time, temporary, substitute, or contractor work.
3. An employee considering employment after retirement must consult Human Resources and the Retirement Systems Division before accepting or performing work.
4. Retirement does not guarantee reemployment with the College.

V. Leave and Benefits

1. Human Resources shall report eligible unused sick leave to the Retirement Systems Division. The Retirement Systems Division determines how that leave is credited toward retirement.
2. Donated sick leave may not be used for retirement purposes.
3. Other leave balances and final compensation shall be handled in accordance with applicable College policy and law.
4. Retirement and retiree health benefits are determined by the applicable state agency or benefit plan, not by the College.
5. Human Resources may assist with the retirement process but cannot provide legal, tax, investment, or financial advice.

Legal References: N.C.G.S. §§ 115D-5, 115D-20, 135-1, 135-3, and 135-5; 1C SBCCC 200.94.