

RESIGNATION/RETIREMENT RESOURCE PAGE

This resource page provides information on employment termination dates, benefits, and emeritus status for any faculty member or academic professional on an academic year appointment considering retirement or resignation at the end of the academic year. Employees should direct questions regarding the *process* to unit HR or business staff or to the Benefits staff in the Office of Human Resources.

Retirement/resignation: An employee wishing to resign or retire from his or her position should provide written or verbal notice to the unit chair/director no later than May 1. This starts the formal process of notification to the dean and Provost. <https://www.asu.edu/aad/manuals/acd/acd508-06.html>. It also facilitates the processing of payroll and information about benefits.

Important: Requests for termination dates for tenure-track, tenured and multi-year faculty, and continuing-track, continuing-status and multi-year academic professionals that are to be effective after May 15 require that your summer salary be paid from grant funds or some other funding source using appropriate employee-related expense rates and you have received approval from the Provost's Office by May 1

Emeritus status: Emeritus status is not automatically conferred. There is a formal process that requires a written letter of support from the chair/director to the dean. <https://www.asu.edu/aad/manuals/acd/acd607-01.html> [A request for consideration of emeritus status must be made at the time of giving the unit head/chair/director notice of retirement.](#)

Retiree Accumulated Sick Leave (RASL) Program: An employee who has an accrued and unused balance of 500 or more sick hours at the date of retirement can apply for the RASL benefit that is administered by the General Accounting Office of the Arizona Department of Administration. There are deadlines that must be met. Additional information is available at the Office of Human Resources website: <https://cfo.asu.edu/rasl>

Late notification: Resignations or retirements received after May 15 – [regardless of pay option \(9 or 12 month\)](#) - will require you to reimburse ASU for any employer-paid contributions to salary or benefits paid on your behalf. Failure to make reimbursements in a timely manner will be subject to collections.

Termination and Summer Session Teaching Faculty members whose employment is terminated at the end of an academic year forfeit any summer sessions' appointment that may have been made for the summer immediately following. <https://www.asu.edu/aad/manuals/acd/acd510-03.html>

Termination of pay and benefits: From the pre-collect FAQs: <https://cfo.asu.edu/precollect-faqs>

If I am not returning in the fall and will not be working during the summer months, when will my employment end? Regardless of your pay schedule (9-month or 12-month pay option), your last day of employment will be May 15 (May 16 will be your termination or retirement effective date). Fiscal pay contracts will be paid out and (academic pay schedule) pre-collected benefits deductions will be reimbursed upon separation from employment.

If I am not returning in the fall and I do not work in the summer, when do my benefits end? Regardless of your pay schedule (9-month or 12-month pay option), your benefits end on the last day of the pay period in which May 15 occurs or sooner if you terminate before May 15. You will be given the option to continue health coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA), or you

may be eligible to purchase coverage through the [Health Insurance Marketplace](#), or if retiring, you may be eligible to enroll in state-sponsored retiree health coverage

If I am not returning in the fall but received approval to work during the summer, when will my employment end? If you have the ability to pay yourself summer salary through grant resources and have received approval from the Provost's office by May 1, your last day worked must be on or before June 30 (with a termination or retirement effective date no later than July 1). (Requests for approval for tenure-track, tenured and multiyear faculty and continuing-track, continuing-status and multiyear academic professionals to work in the summer if they are not returning in the fall **must** be routed through the chair/director and dean to the Provost's office, specifying the accounts which will be used to pay your summer salary.) To retire from ASU, all your academic and summer positions must be retired and/or terminated (as applicable) at the end of your summer position. Your benefits-eligible academic year position will be placed on short-work break for the summer, and your summer position will be renewed. Once your termination or retirement effective date is decided, your positions will be retired and/or terminated (as applicable). If you elect to retire at the end of your summer position, your department will submit your retirement effective date on your benefits-eligible academic job.

If I am not returning in the fall but received approval to work in the summer, when do my benefits end? Regardless of your pay schedule (academic or fiscal), your benefits will end on the last day of the pay period in which your employment ends. All remaining pre-collected benefits deductions will be refunded to you. You can continue medical, dental and/or vision coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), or you may be eligible to purchase medical coverage through the [Health Insurance Marketplace](#), or if retiring, you may be eligible to enroll in state-sponsored retiree health coverage.

[Get Retiree Benefits Information](#)