

Academic Personnel Services
707-826-5086
academicpersonnel@humboldt.edu

Submit request at least 6 months, but no more than 1 academic year, prior to the beginning of the academic year you wish to begin FERP.

Upon approval, you will receive a letter from your Dean or VPSA, outlining the conditions of your appointment.

Name: _____	Today's date: _____
Department: _____	Email address: _____

TENURED FACULTY UNIT EMPLOYEES WHO HAVE REACHED CalPERS RETIREMENT AGE ARE ELIGIBLE TO PARTICIPATE

FERP appointments are effective at the beginning of the academic year (e.g., if you retire at the end of fall semester, your FERP appointment will begin during the subsequent academic year.)

Academic year in which FERP will begin: _____

The period of employment is determined by the Dean or VPSA and is dependent on program needs. Requests to alter the period employment must be submitted in writing to the appropriate administrator for approval.

Requested period of employment: Full-Time Fall Semester
 (Check one) Full-Time Spring Semester
 Half-time Academic Year
 Other - Specify: _____

Service retirement shall begin concurrently with or prior to the beginning of the academic year. Typically, retirement begins at the end of the Spring semester prior to the academic year in which FERP begins. Alternatively, retirement may begin at the end of the Fall semester prior to the academic year in which FERP begins.

It is the employee's responsibility to complete and submit the required CalPERS Retirement Application Form. A copy of the form and assistance in selecting a retirement date can be obtained from the Benefits Administrator in Human Resources. Retirement paperwork may be submitted to CalPERS up to 3 months prior to your retirement date.

I will apply for Service Retirement If already applied, indicate retirement date: _____

You may elect to carry up to 48 hours of sick leave credits into your FERP appointment. By electing to do so, your accumulated sick leave will be reduced by the specified number of hours for the purposes of calculating retirement service credit.

Do you wish to carry up to 48 hours of your accumulated sick leave credits over into the FERP appointment? Yes No If so, how many hours? Specify up to 48 hours: _____

Faculty Unit Employee Signature	Date
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Department Chair/CAPS Director Signature (N/A for Librarians - submit to Dean)	Date
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After appropriate signature(s) above, forward original to Dean or VPSA and send copies to APS and Human Resources.

College Dean, University Library Dean or VPSA Signature	Date
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College/Library/VPSA processing instructions:

Upon approval, the Dean/VPSA issues a FERP appointment letter to faculty unit employee and sends copies to Dept Chair/CAPS Director (as appropriate), APS, Human Resources, Payroll, OAA or VPSA Budget, and University Budget Office. The original form should be filed in the employee's PAF.

More information on FERP and service retirement is available at:

Academic Personnel Services: <http://www.humboldt.edu/aps/policies/retirement.html>
 California Public Employees Retirement System: <http://www.calpers.ca.gov/>