

# Benefits Continuation into Retirement

CITATION REFERENCE

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
EMPLOYEE BENEFITS & SERVICES: BENEFITS CONTINUATION INTO RETIREMENT

## Definitions

These definitions apply to these terms as they are used in this policy:

- Board of Regents

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To be eligible for a waiver, the employee must be vested in and meet the retirement service requirements for one of the established State of Georgia Sponsored Retirement [plans](#) or [ORP](#) and meet all of the following conditions:

- Documented ~~at~~enuating circumstances which in their current ~~role~~ which impacts the employee's ability to continue employment with the USG or other situations deemed appropriate by the requesting institution's President and USG Vice Chancellor of HR (i.e. a serious health condition as defined in the Family and Medical Leave Act which renders the employee unable to continue employment, loss of job due to an unavoidable reduction in force, major organizational changes, or other qualifying circumstances as determined by the Vice Chancellor of Human Resources).
- The employee must have satisfactorily ~~met~~ their six (6) months provisional employment requirements.
- The employee must be in active status (individuals who are on an authorized leave without pay or have already submitted their intent to retire/resign to the institution will not qualify for the waiver).
- The employee must have a combined ~~(40)~~ years of regular benefited 6 (wh)9 (l)10 (o)et

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### Application and Review Process

Before applying, be sure to read the eligibility requirements regarding a waiver of continuous service as it relates to the eligibility to receive benefits provided by the Board of Regents.

#### Step 1. Application

- Eligible employees should complete the [Continuous Service Waiver Request Form](#) and submit the completed application to the Chief Human Resources Officer (CHRO) of the institution for review.

#### Step 2. Certification

- The CHRO will review the application and certify that the eligibility information provided in the application has been met. If the CHRO determines that the request meets the eligibility requirements, the CHRO will sign and forward the application, documentation (i.e., reduction in force paperwork, FMLA approval, a statement from HR, or other applicable documentation), and recommendation to the Office of the President.
- The institution President, or their designee, will review the submission and provide a recommendation as allowed under the policy. The President will sign the application and return it to the CHRO to submit the request to the University System of Georgia (USG), Vice Chancellor of Human Resources at [usgbenefits@usg.edu](mailto:usgbenefits@usg.edu).
- The CHRO will submit the waiver request (application, supporting documentation, and recommendation) to the USG Vice Chancellor of Human Resources for assessment and resolution.
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**Step 5. Employee Notice**

- The CHRO will notify the employee in writing of the final USG determination of approval or denial. The employee should also be notified of any delay past 30 days from receipt of the application.

**Responsible Parties and Contact Information**

Party	Responsibility	Phone/Email/URL
Associate Vice Chancellor for Total Rewards, USG/ Director of Benefits	Ensure compliance with the policy.	404-962-3235 <a href="mailto:usghr@usg.edu">usghr@usg.edu</a>
Institution Chief Human Resources Officers	Ensure compliance with the policy.	See University System (U 12 16)