

## Phased Retirement Annual Enrollment for AY August 2009 – May 2012

### Annual Enrollment September 1 – November 26, 2008

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| September 1 – November 26, 2008            | Open enrollment period  |
| September 23, 2:00 – 3:30 HR Training Room | Group Meeting   |
| October 1, 9:00 – 10:30 HR Training Room   | Group Meeting   |
| November 26, 2008                          | <b>Deadline</b> to pick up application materials  |
| November 26, 2008                          | <b>Deadline</b> for initial meeting with HR (group or by appointment with Patti Hale <a href="mailto:halep@uncw.edu">halep@uncw.edu</a> )   |
| September – November 2008                  | Schedule meeting with chair to develop work plan  |
| December 12, 2008                          | <b>Deadline</b> to submit completed application and work plan to Chair  |
| September 08 – January 09                  | Chair forwards applications to Dean for approval  |
| September 08 – January 09                  | Dean forwards applications to Provost for approval  |
| September 08 – February 09                 | Provost notifies applicants and Human Resources that application is approved.<br><br>HR sends General Release to faculty member with instructions to sign and return to HR within 45 calendar days.<br><br>HR confirms receipt of General Release |

#### Questions?

Contact Patti Hale, Salary and Benefits Manager 962-2033 or [halep@uncw.edu](mailto:halep@uncw.edu)