

VII. SEPARATIONS OF EMPLOYMENT

B. RETIREMENT

Employees who plan to retire are urged to provide the City with a minimum of three (3) months' notice. This will allow ample time for the processing of appropriate retirement forms to ensure that any benefits to which the employee may be entitled commence in a timely manner. The last day of employment prior to the employee's retirement is the last day the employee is physically present on the job. This day may not be identified as a vacation day, sick day, or holiday unless the employee is on an approved leave of absence for a Family and Medical Leave (FMLA) qualifying reason. Pre-retirement conferences are scheduled periodically by the Kansas Public Employees Retirement System (KPERS).