



Faculty/Staff Regular Retirement Request Form

Human Resources

Weinstein Hall
28 Westhampton Way

University of Richmond, VA 23173
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A regular retiree of the University is an employee who has worked continuously in a full-time capacity for 10 or more years and who voluntarily leaves the University in good standing. In addition, the employee's age, plus years of service when full-time employment ceases, must be at least 75.

Regular Retirement	Notice Requirement
Age + Years of Service (minimum 10 years of full-time service) = 75 and up	A notification of Retirement must be sent to supervisor and Human Resources at least 2 weeks prior to retirement date. Advance notice is recommended.

Generally regular retirees are not eligible for the [Early Retirement Plan for Tenured Faculty](#) or the [Early Retirement plan for Staff Employees](#). Please verify that you do not meet the requirements for the early retirement plans previous listed.

Personal Information	
First Name:	
Last Name:	
Date of Birth:	
UR ID:	
Department:	
Retirement Information	
Years of Service:	
Hire Date:	
Retirement Date/ Last Work Date:	
Supervisor/Manager Name:	
Comments:	

Employee Signature

Date

* Please send completed form to URHR@richmond.edu and copy your supervisor/manager*