

Reference:	Title:
LMC 2.76.495, LMC 2.76.500, LMC 2.76.505 Supersedes Human Resources Policy Bulletin 2021-2	Leave Benefits Upon Retirement Policy

I. PURPOSE

To recognize and honor the contributions of retiring employees to the City of Lincoln, employees are eligible to utilize accrued vacation and other types of leave identified in this policy as part of the retirement benefit.

II. DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

- A. Last physical day at work – shall mean the last day physically present at work before retiring.
- B. Vacation – shall mean the employee’s accrued and unused vacation balance and any vacation bank balance (if applicable.)

III. POLICY

Employees electing to retire with a vacation balance will designate either accrued vacation leave to be paid out as one lump sum or to use accrued vacation after the last physical day of work.

- A. Vacation Payout Options
 - 1. Employee designates the last physical day at work and receives their final vacation balance as a lump sum in their final paycheck.
 - 2. Employee designates the last physical day at work and uses their Personal Convenience Holidays, vacation balance and accruals through an established date. The remaining vacation balance, if any, will be paid out on the employee’s final paycheck as a lump sum.
- B. The employee may not revoke or change their Retirement Form after submitting it to their supervisor, unless revocation is approved by the Department Head and Human Resources.

**Human Resources Policy Bulletin
City of Lincoln**

Number: 2024-6
Date: October 1, 2024

Reference:	Title:
LMC 2.76.495, LMC 2.76.500, LMC 2.76.505 Supersedes Human Resources Policy Bulletin 2021-2	Leave Benefits Upon Retirement Policy

- C. Retiring employees will continue to receive all City benefits while in a pay status, including holiday pay, vacation leave accruals, sick leave accruals, Personal Convenience Holiday, and bereavement leave. Sick leave may only be utilized in conjunction with Family Medical Leave Act (FMLA) once the Retirement Form is submitted.

IV. ELIGIBILITY


Retirement eligibility is determined by Lincoln Municipal Code (LMC) 2.76.495, LMC 2.76.500, and LMC 2.76.505.

V. PROCEDURE

- A. Employees should provide a written notice of intent to retire to their supervisor at least ten (10) working days before their last day of physical work.
- B. Employees will complete the Retirement Form and provide it to their supervisor prior to their last day of physical work.
- C. Supervisors will route the written notice (if provided separately), and Retirement Form to the department designee responsible for completing employee actions in the human resources system for entry and processing by Human Resources.
- D. Departments may recruit for a retiring employee's position upon receipt of the Retirement Form.


Barb McIntyre
Human Resources Director

10/1/2024
Date


Leirion Gaylor Baird
Mayor

10-2-2024
Date