



Policy Name:	Voluntary Phased Retirement Policy and Procedures for Faculty and Staff (Non-Union)		
Associated Form(s):	Available in Mercy Connect	Policy Number:	2026-8
Reviewed:	Non-Academic Policy Committee	Approved:	January 9, 2026
Approval Authority:	President <i>Susan Parish</i>	Adopted:	January 22, 2026
Responsible Executive(s):	1. Provost 2. Vice President of Human Resources	Revised:	September 4, 2024
Responsible Office(s):	1. Office of the Provost 2. Human Resources Department	Contact(s):	1. Associate Provost 2. Executive Director of Human Resources

I. Policy Statement

Voluntary Phased Retirement is a means of transitioning retirement-eligible core faculty and staff who are not members of a bargaining unit from full-time employment to retirement by permitting a reduced work schedule while preserving eligibility for many valuable University benefit programs. Requests to be placed on Phased Retirement must be voluntarily initiated by the faculty or staff member. Deans or Department managers/supervisors cannot impose a Phased Retirement agreement on a faculty or staff member. Phased Retirement enables the faculty or staff member's department to retain the knowledge and skills of the faculty or staff member during a period of transition and succession planning while also aiding the faculty or staff member in meeting their personal goals/obligations.

II. Eligibility

To be eligible for Phased Retirement, a faculty or staff member must meet the following service requirements:

- Faculty applicants must be members of the core faculty, as defined in the *Faculty Handbook*.
- Staff applicants must be non-union full-time staff members
- Faculty and Staff must be:
 - Minimum of 55 years old, and
 - Minimum of 10 years of full-time service as a non-union staff member and/or a core faculty at Mercy University
- Faculty or Staff members who are subject to collective bargaining agreements are not eligible for Phased Retirement.

Note: The existence of this Voluntary Phased Retirement Policy does not give faculty or staff members a contractual right or entitlement to Phased Retirement or continued employment. The University has sole discretion to approve or deny any request for Phased Retirement or terminate such arrangement at any time for any lawful reason.

III. Application & Review Timeline:

A. Core Faculty

- Applications should be made to the School Dean by September 1 for phased retirement beginning the following academic year or, if practicable and both the faculty member and the administration agree, the next academic term.
- The School Dean (after consultation with the Academic Unit Head about program need) shall make a recommendation to the Provost by September 30th.
- The Provost (after consultation with the Vice President of Human Resources) shall make a recommendation to the President no later than October 30th.

- The decision by the President shall be made by November 15th and the decision is final and may not be appealed
- Effective date: the start of the next contract year (September 1), or sooner if agreed upon by the parties.

While it is expected that the timeline set forth above be adhered to, there may be circumstances where an application for phased retirement submitted by a faculty member at a different time-cycle may be considered, depending on the circumstances. In such cases, the timeline will be altered such that the decision by the Dean will be within 30 days of submission of the application and the decision by the Provost will be within 30 days from the dean's recommendation.

B. Staff (Non-Union)

- Applications should be made by August 1 for phased retirement beginning January 1 or by January 1 for phased retirement beginning August 1.
- The Vice President (after consultation with the Vice President of Human Resources) shall make a recommendation to the President within thirty (30) days of the request.
- The President shall send a final determination to the staff member within thirty (30) days.
- Effective date: August 1 or January 1 (unless otherwise agreed by both the University and the staff member)

IV. Terms of Phased Retirement

- Submit application for voluntary phased retirement on or before a set date and be approved by the President.
- Length of time: 6 months to 2 years from effective date.
- Workload reduction plus pro-rata salary adjustment (typically 50% workload and 50% salary).
- **Benefits:**
 - Retirement contribution at a percentage of pro-rata salary
 - Health benefits (equivalent to existing full-time core faculty or non-union staff)
 - Tuition remission eligibility
 - Pro-rated PTO (sick days)
 - In certain circumstances, may be eligible to become an adjunct faculty upon retirement after one year (for core-faculty)
 - Continued access to library services after retirement
 - Counted as full time years of service even though half-time through phased period for purposes of emeritus status for core faculty

- **Other Conditions:**

- Faculty and staff (if applicable) shall relinquish their current contract and receive a non-renewable appointment through retirement date.
- Faculty and staff are ineligible for sabbatical, course releases or non-FMLA type leave during the phased retirement period.
- Faculty shall relinquish formal academic management roles (e.g., academic unit department chair or program director) or other administrative assignments as described in 4.1.3 or 4.2.3 of the Faculty Handbook. The Provost may make an exception in extenuating circumstances. The Provost's decision on management roles shall be final and is not subject to appeal.
- Faculty and staff shall relinquish any rights to other severance or compensation upon departure (other than payout of unused vacation days for staff).