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# Planning for Retirement: Nuts and Bolts

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**Hosted by: Penn Association of Senior & Emeritus Faculty (PASEF)**

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# Agenda

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- Overview of retirement from Penn
- Regular retirement and transition plans including phased retirement and the Faculty Income Allowance Policy (FIAP)
- Sabbatical
- \*\*Hitchhiker's Guide to Faculty Retirement\*\*  
<https://pasef.provost.upenn.edu/retirement/hitchhikers-guide-to-faculty-retirement/>

# What does “retirement” mean at Penn?

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- Retirement at Penn = terminating with Penn subsidized benefits
- Must meet the Rule of 75
  - minimum of 55 years of age
  - minimum of 10 years of *continuous full-time* service
  - total of age + service must equal at least 75
- Applies to benefits including health, life, dental, vision, tuition
- Access information on Human Resources website:  
<https://www.hr.upenn.edu/>

# Benefits at Regular Retirement

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## **Benefits at retirement**

- Medical Benefits
- Group Life Insurance
- Tuition Benefits
- Vision and Dental

## **Benefits that may be continued**

- Dental Benefits
- Vision Benefits
- Group Life Insurance Conversion
- Dependent Life Insurance Conversion
- Long-Term Care—may continue on a direct bill basis
- Health Advocate—assistance with medical claims problems, complex healthcare issues, insurance-related and elder care problems

## **Benefits that are discontinued**

- Health Care Pre-Tax Expense Account
- Dependent Care Pre-Tax Expense Account
- HSA

# Benefits at Retirement

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## Medical

- Option to defer coverage **one time at time of retirement.**
- Penn offers to retirees and eligible dependents both Non-Medicare Eligible and Medicare Eligible plans.
- Non-Medicare eligible (under 65) may continue in a Penn plan at shared cost. (no HDHP)
- Medicare Eligible (65+)
  - Medicare is primary: premiums for Medicare Plan B are paid by retiree directly to Medicare
  - Elect Medicare supplemental plan through Penn: premiums are shared between Penn and retiree
    - Aetna Medicare PPO-(Medicare Advantage)
    - IBC Medigap Security 65 Standard Plan
    - IBC Medigap Security-65 Premium
  - Prescription drug plan: Caremark/Silverscript Medicare Part D is additional

# Example Medical Benefit

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**Faculty member plans to retire on June 30, 2025.** Faculty member is over 65, spouse is under 65. Both are enrolled in PennCare Personal Choice + CVS/Caremark Prescription Plan.

- In anticipation of retirement on June 30, faculty member contacts Medicare **3 months in advance** to enroll in Medicare Plan A (no charge) if not already enrolled, and in Medicare Plan B (premium will be calculated by Medicare) to be effective July 1, 2025.
- Faculty retiree over 65 enrolls in Medigap Security 65 Premium Plan + CVS/SILVERSCRIPT Prescription Plan = \$205/month.
- Spouse under 65 stays on PennCare Personal Choice + CVS/Caremark Prescription Plan \$308/month (not actual amount).
- Premiums for Penn health insurance are managed through outside vendor, BRI. Premiums for Medicare Part B are billed directly to retiree or deducted from Social Security check.

# External Contact Information

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- **Health Advocate** – 866-799-2329
  - (8:00 am to 10:00 pm)
- **Medicare**
  - Medicare.gov
  - 1-800-MEDICARE (1-800-633-4227)
- **Social Security**
  - ssa.gov
  - ssa.gov/myaccount/
  - Contact local office by phone

# Other Benefits at Retirement

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- **Group Life Insurance**

- MetLife Insurance \$10,000. Faculty member may convert some or all of the pre-retirement balance at the time of retirement by contacting 877- 275-6387.

- **Tuition**

- Benefits for faculty member and dependents continue under same plan as when retiree was active.

- **Dental**

- Penn offers a two dental plans via Met life dental.

- **Vision**

- Penn offers a VSP vision plan for retirees.



# Benefits that **MAY** be Continued by Retiree

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- **Dental Benefits**

- May enroll in one of two MetLife Retiree Dental Plans, or may continue current plan under COBRA for 18 months **OR**
- Penn Family Plan (PFP) - may continue current plan under COBRA for 18 months

- **Vision**

- Davis Vision—may continue current plan under COBRA
- VSP—may enroll in Retiree VSP vision or continue current plan under COBRA.

- **Long-Term Care Insurance**

- Contact current provider John Hancock OR Genworth Financial to continue insurance
- Access information on Human Resources website: [www.hr.upenn.edu](http://www.hr.upenn.edu)

# Discontinued Benefits

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- Health Care Pre-Tax Expense Account
- Dependent Care Pre-Tax Expense Account
- Health Savings account – if you have a balance you can keep it and use the funds toward out of pocket expenses in your retirement (but not premiums)

# Penn's Transition Programs

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## **Phased Retirement**

- Tenure, CE, Research, Academic Clinician

## **Faculty Income Allowance Policy (FIAP)**

- Tenure, Clinician-Educator

# Faculty Phased Retirement\*

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## **Eligibility: Tenure, CE, Research, Academic Clinician Track Faculty**

- Phased retirement = reduction in duties but counted as full-time service.
- Maximum of 50% reduction for maximum of 6 years
  - Check with your Faculty Affairs or Dean's office on any limits
- Benefits continue but salary related benefits are based on reduced salary
- Issues to consider during the planning process:
  - scheduling concerns, sufficient notice
  - no impact on FIAP: calculation of FIAP benefit will be based on full-time equivalent of salary (Standing Faculty only)
- Application process:
  - written request to Chief/Chair, Dean; include date of retirement
  - Completion of Reduction in Duties Request form (PSOM)
  - subject to review and approval by Chief/Chair, Dean and Provost

*\*Handbook for Faculty and Academic Administrators, II.E.9*

# Faculty Income Allowance Policy

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Note: Faculty Income Allowance Policy was amended effective July 1, 2023. Eligible faculty tracks are Tenure and Clinician-Educator.

Please see the [Faculty Income Allowance Policy](#) and [FAQs](#) for additional information.

- The participation window – faculty must be between the ages of 65 and 72 when they terminate employment.
  - Faculty aged 60 to 64 as of June 30, 2024 remain eligible under the grandfather clause. Can retire anytime before June 30<sup>th</sup> of the academic year in which they turn 72.
  - Age 72 or older: Senior faculty members who satisfy the 10 years of full-time continuous service and "rule of 75" requirements on or after age 72 may also receive FIAP benefits. Such senior faculty members generally must terminate as of the academic year-end (June 30) immediately following the satisfaction of the eligibility requirements.

Example: a senior faculty member whose FT faculty appointment began at age 65 will be eligible for FIAP as of June 30 after 10 years of service at age 75. A one-time opportunity for FIAP!

- The cash benefit formula – cash benefit equals 200% of a participant's academic base salary (Workday salary plan for PSOM faculty).

- The 20% Rule – FIAP is a severance policy, meaning when faculty participate in FIAP, faculty are expected to cease performing all services for the University. In special circumstances, faculty member may return to limited work. This will require approval from the faculty member's Dean and the Vice Provost for Faculty's office.

# FIAP

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- When FIAP begins, the faculty member is retired. The faculty member relinquishes appointment in the Standing Faculty and the faculty appointment is converted to **Emeritus**.
- A faculty member may choose to use or **not** use the “emeritus” designation. The department must be notified by the faculty member of the election in advance of retirement on the Faculty Income Allowance Election Form.

# Summary of New FIAP (cont.)

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Under New FIAP, participants may elect between two different benefit options\*:

## **Immediate FIAP:**

Full value of the cash benefit (200% of academic base salary) will be paid over two calendar years – 50% of the benefit shortly after termination of employment and 50% in **the February payroll** of the following calendar year.

## **Phased Work FIAP:**

- During a two-year phase down period, faculty member's workload will be reduced by 50% (they remain eligible for the same benefits and subject to the same policies, including merit increases, as active employee).
- Upon completion of two-year period, faculty member will terminate employment. (Because faculty must be between the ages of 65 to 72 when they terminate, this two-year period may begin as early as age 63 or as late as age 70.)
- The cash benefit will be paid in two parts:
  - *first*, the cash benefit will be paid through continued 100% pay despite a reduction to 50% effort for the two-year period; and
  - *second*, the cash benefit unpaid at the end of the phase down period will be paid in **the February payroll** of the following calendar year.

\*Faculty members may only participate in one phased work program: a faculty member who participates in the University's Phased Retirement Program may not also participate in Phased Work FIAP but may participate in Immediate FIAP.

Academic base does not include:

salary attributable to CPUP, administrative stipends, or any other compensation paid by an entity other than the University of Pennsylvania

NOTE: Plan Benefit payments are subject to federal, state, city, Social Security and Medicare taxes

# FIAP Eligibility and Application Process

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- Annually (in the spring/summer), the Vice Provost for Faculty Office will send out confirmation of eligibility letters to those faculty entitled for FIAP in the upcoming academic year.
- It is recommended that faculty members considering FIAP should speak to a representative of their school at least one year prior to the date of intended retirement
- Faculty will need to complete a FIAP election form noting their intent to retire on FIAP and a signed first release statement. These forms are available in your School's Faculty Affairs Offices and should be turned into that office once completed. The Faculty member may also enter into a written agreement with the school, which includes mention of the FIAP election, and other aspects of the faculty member's post- retirement relationship with the School
- ***\*\*Hitchhiker's Guide to Faculty Retirement\*\****  
<https://pasef.provost.upenn.edu/retirement/hitchhikers-guide-to-faculty-retirement/>



# Benefits during FIAP

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## **Benefits at retirement—same as regular retirement benefit**

- Medical Benefits
- Tuition Benefits
- Long-Term Care - may continue on a direct bill basis
- Dental and Vision coverage
- Retiree Life insurance

## **Enhanced Benefits (original FIAP only)**

- Group life insurance—one times base salary paid by Penn
- Dental Benefits-premiums for single or family coverage paid by Penn
- Vision Benefits-premiums for single or family coverage paid by Penn

***Note: Contributions to basic or supplemental retirement plans by faculty member and Penn end***

- When FIAP ends, regular retirement benefits begin

# Employment beyond retirement

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## Eligible: Full-time Associated Faculty: Academic Clinician & Research Track

- Faculty retiring under **regular retirement** (i.e., Not FIAP Eligible), that faculty member may be employed with compensation up to 50% of the level of services performed before retirement.

## Eligible: Standing Faculty - Tenure & Clinician-Educator Track (if meet FIAP eligibility requirements)

- The FIAP is a severance policy. When senior faculty members participate in the FIAP, they terminate their employment and, as such, are expected to stop performing all services for the University. However, in particular circumstances, a senior faculty member may be permitted to return to work for the University. Before returning to work, the faculty member must obtain the approval of their Dean and the Vice Provost for Faculty on an annual basis. The level of services to be performed, if approved, must be no more than 20% of the level of services performed before the termination (the "20% Rule"). This 20% limitation **is permanent**, and it therefore continues **indefinitely after FIAP payments end**.
- Contributions to the retirement plans may be made by the emeritus faculty and University.

# Sabbatical Before Retirement

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Eligible: Tenure, Clinician-Educator, Research Track

- ***Any** credits for sabbatical leave must be used before regular retirement begins or FIAP*
- *There is no cash payment for unused scholarly leave credits*
- *Duration of sabbatical can be no more than 12 months*
- *Stay-batical: same as sabbatical but meant to confirm support for using sabbatical for a project to be carried out at Penn*

# Planning

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~18 months out

## Think It Through

- Why do you want to take a sabbatical?
- What do you hope to accomplish?
- How will your leave benefit you and the university?
- How will you reach your sabbatical goals?
- Will you need to travel?
- Will your family travel with you?
- How will a leave affect your funding?



Let your chair/chief/clinical leadership know you are thinking about taking a sabbatical.

~12 months out

## Communicate

- Who and what will be affected by your leave?
- Reach out to funding entities, your chair, chief, business administrator, learners, practice manager, mentees



Complete/Submit application

~6 months out

## Plan Logistics

- What will need to be done in your absence?
- Some physicians “take turns” going on leave so that their patient load can be absorbed by several colleagues.



Finalize plans

# Sabbatical

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## Eligible: Tenure, Clinician-Educator, Research Track

- Leave credits accrue at a rate of one credit per completed semester of full-time service:
  - maximum 24 credits = 1 year sabbatical
- Sabbatical benefit is based on academic salary. Does not include:
  - salary attributable to CPUP, administrative stipends, or any other compensation paid by an entity other than the University of Pennsylvania
- Sabbatical benefit paid out of University's employee benefits pool
- Application process:
  - written request to Chief/Chair, Dean
  - subject to review and approval by Chair, Dean and Provost

# Types of Sabbaticals

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**In Anticipation of Retirement:** A faculty member who has committed to retire and who has sabbatical leave credits can take their leave and then retire, without returning to their university duties.

## **Traditional Sabbatical**

Sabbatical benefit is based on academic salary, and does not include salary attributable to CPUP, administrative stipends, or any other compensation paid by an entity other than the university. Sabbatical benefit is paid out of the employee benefits pool. The "stay-batical" wherein a faculty leave project is completed at Penn works the same way.

## **Compressed Sabbaticals (PSOM)\***

Allows eligible faculty with CPUP/CHOPPA supplements some flexibility regarding leave time and some financial protection

## **Stay-batical**

Same as sabbatical but meant to confirm support for using sabbatical for a project to be carried out at Penn

*\* Questions regarding compressed sabbatical should be directed to Erin Rossello, Director, Faculty Administration, Office of Academic Affairs, PSOM at [erinro@upenn.edu](mailto:erinro@upenn.edu)*

# Post Retirement

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- Employment or volunteer activities beyond retirement
  - Several examples: teaching, clinical activities, participation in graduate groups, administrative responsibilities
  - Discuss with Chief/Chair, Dean regarding School policies
  - Participate in PASEF/ASEF activities
  - Reminder: Faculty members who retire under **FIAP**, the level of services to be performed after retirement should be no more than 20% of the level of services performed before retirement. This 20% limitation **is permanent**, and it therefore continues **indefinitely after FIAP payments end**. Faculty members who retire under regular retirement may work beyond retirement up to 50%. Both require School-level and Provost approval.

# Retired Faculty (All Tracks)

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- “*Rights and Privileges of Retired Faculty Members*”  
*Handbook for Faculty and Academic Administrators, II.E.9, C*
  - Office and research space and support staff: as available and not required by members of Standing and Associated faculties.
  - May attend meetings of their school faculties and participate in committee work, if invited
  - Continue as members of the Faculty Senate, but may not vote
  - Entitled to retain a Penn Card with privileges that include admission to libraries and recreational facilities; spouse also eligible (fee)
  - Email account
  - See <https://catalog.upenn.edu/faculty-handbook/ii/ii-e/> for additional details
  - Currently, parking available at reduced cost
  - Review: PASEF’s Hitchhiker’s Guide to Faculty Retirement



# Retirement

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## Questions?

### Contacts:

Retirement Benefits: HRBenefits @HR.upenn.edu – to schedule and appointment

FIAP Eligibility: Amy Collins, Associate Vice Provost of Finance and Administration, Provost Administrative Affairs;  
[acoll@upenn.edu](mailto:acoll@upenn.edu)

### PSOM Faculty with Retirement / Sabbatical Questions:

- Arberetta W. Bowles, Executive Director, Office of Academic Affairs, [awbowles@upenn.edu](mailto:awbowles@upenn.edu) OR
- Erin Rossello, Director, Faculty Administration, OAA, [erinro@upenn.edu](mailto:erinro@upenn.edu)

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