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**Milwaukee Area Technical College**

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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Title: RETIREMENT NOTICE (EXEMPT,  
NONREPRESENTED PERSONNEL)

Code: CC1100

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Policy Reference: N/A

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To facilitate recruitment and employment of exempt, nonrepresented personnel, notice of retirement of employees should be given six months prior to intended date of retirement.

It is the responsibility of the employee to consult with Human Resources to determine the employee's eligibility for all retirement benefits.

An employee who elects to retire may not withdraw the notice of intent to retire except that the employee may extend the date of retirement to include any paid vacation or paid sick leave to which the employee may be entitled.

Notice of the intent to retire should be submitted in writing to the immediate supervisor with copies to the division head and director of Human Resources. Such notice shall contain the intended date of retirement.

Office of Responsibility: Human Resources

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Approving Authority:

Albert A. Crusoe

Date: 8/15/94