

RETIREMENT FORM – LEAVE TO RETIREMENT, CONSULTANTSHIPS, AND OTHER SPECIAL AGREEMENTS

Due to the complexity and processing of these special situations, this manual MSU Retirement Form replaces the standard Retirement Form in the EBS Portal for those employees who wish to use the [Leave to Retirement](#) option, the [Tenured System Faculty Terminal Consultantship](#) option, or other special signed agreements between the employee and the university, college, or department (use the EBS Portal Retirement Form for all other reasons).

This form must be completed by the employee, including attaching the required documentation, and sent to MSU Human Resources (via email to SolutionsCenter@hr.msu.edu; via mail to MSU Human Resources, 1407 S. Harrison Rd, Ste 110, East Lansing, MI 48823; via fax at 517-353-1869; or via HR Drop Box located at the MSU HR building). A notification of approval will be emailed to the employee and to the employee’s supervisor (or other applicable representative).

A. Personal Information – Please print clearly	
Name:	MSU Email:
Dept./College:	Date of Birth:

B. Reason for submitting this Retirement Form:

Leave to Retirement: *Leave Start Date: _____ *Leave End Date: _____

*If you are applying for a Leave to Retirement, your department must also complete the Support Staff or Faculty Leave of Absence form. The “Leave End Date” is the last day of your MSU employment. Your Retirement Date can only be your “Date Vested for Retirement Benefits” as shown in your EBS Portal’s Personal Profile tile.

Tenured System Faculty Terminal Consultantship: I was appointed in the tenure system prior to January 1, 1992, and I request a one-year consultantship with agreed upon duties from _____ to _____. A signed memorandum from the department Chairperson/School Director and Dean must be attached to this form, indicating the approved begin and end dates of the consultantship as well as an outline of the agreed-upon duties and responsibilities. By the end of the consultantship, a report on the activities and accomplishments during the consultantship must be submitted to the department/school. I have gone on a Sabbatical Leave, and the date of the last Sabbatical was from _____ to _____.

Special Agreement (with the university, college, or department): The signed agreement from the university, college or department must be attached to this form.

ONLY USE THIS FORM FOR ONE OF THE REASONS LISTED ABOVE. If none of these reasons apply, submit your Retirement Form via the EBS Portal.

C. Applicant’s Acknowledgment:

In accordance with Michigan State University [retirement policy](#), I apply for retirement effective on _____ (the next calendar day after my last day of employment at MSU), which will be considered my Retirement Date.

I understand that I may revoke this application, if I do so within 7 days of submitting this form.

Print Name

ZPID or last 4 digits of SSN

Employee’s Signature

Date