



## ADMINISTRATIVE POLICY

<b>Policy Title</b>	<b>Pre-Retirement Leave</b>
<b>Policy Subtitle/Subject</b>	Click or tap here to enter text.
<b>Responsible Executive(s) (RE)</b>	<b>VP, Office of Human Resources &amp; Institutional Equity (HR&amp;IE)</b>
<b>Responsible Office(s) (RO)</b>	<b>HR&amp;IE, Benefits</b>
<b>Primary Point of Contact from RO</b>	<b>Nicole Hobbs</b>
<b>Contact Information (email and phone)</b>	<b>504-247-1717/nhobbs@tulane.edu</b>
<b>Date Proposed</b>	<b>5/15/23</b>
<b>Reviewed</b>	<b>5/15/23</b>
<b>Last Updated</b>	<b>5/15/23</b>
<b>Effective Date</b>	<b>5/15/23</b>

☒ Permanent

☐ Temporary

### 1.0 POLICY STATEMENT

The purpose of this policy is to describe the Pre-Retirement Leave benefit available to benefits eligible employees.

### 2.0 PURPOSE AND SCOPE

This policy outlines the university's pre-retirement leave available for eligible employees – those of at least sixty-two (62) years of age and have completed at least fifteen (15) years of continuous service with the University. It provides allowance of medical coverage for eligible employees and their dependents until Medicare age is reached.

### 3.0 APPLICABILITY OF THIS POLICY

All eligible faculty and staff employees.

## 4.0 WEBSITE ADDRESS FOR THIS POLICY

[policy.tulane.edu](http://policy.tulane.edu)

## 5.0 CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Policy clarification and general information	Office of Human Resources & Institutional Equity	504-865-4748	leaverequest@tulane.edu

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## 7.0 DEFINITIONS

Health Insurance Coverage: Legal entitlement to payment or reimbursement for your health care costs, generally under a contract with a health insurance company, a group health plan offered in connection with employment, or a government program like Medicare, Medicaid, or the Children's Health Insurance Program (CHIP).

Medicare: Medicare is the federal health insurance program for: People who are 65 or older. Certain younger people with disabilities.

COBRA: Consolidated Omnibus Budget Reconciliation Act of 1985.

## 8.0 POLICY AND PROCEDURES

If you are at least sixty-two (62) years of age and have completed at least fifteen (15) years of continuous service with the University, you are eligible for an unpaid leave of up to eighteen (18) months.

This leave allows you to maintain continuous health insurance coverage for you and your eligible dependents at your own expense for the entire duration of your Pre-Retirement leave, until you become eligible for Medicare.

The cost for Pre-Retirement leave health insurance coverage is 100% of the premium for you and your eligible dependents.

After Pre-Retirement leave, your employment will be terminated, and you and your eligible dependents will become eligible for Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

Please contact the Office of Human Resources and Institutional Equity for more information.

## **9.0 CONSEQUENCE OF VIOLATING THE POLICY**

Violation of this policy may result in disciplinary action, up to and including termination.

For consequences of violating the policy refer to the Faculty and Staff handbooks found at [policy.tulane.edu](http://policy.tulane.edu).

### **APPENDIX I**

Relevant Information

Leave Management page: <https://hr.tulane.edu/leave-management/leave-of-absence>

### **APPENDIX II**

Other Relevant Information

Staff Voluntary Phased Retirement

Personal Leave of Absence

Military Leave

Non-FMLA Medical Leave