



Alternate Benefits Program (ABP) Retirement: Paid Time Off (PTO) – Staff Members

ABP Retirement PTO Outline

- Determining Last Working Day
- Sick Leave Payout
- Compassionate Leave Program
- Staff Leave Donation Program



Determining Last Working Day (Staff Members)

- Employee and department should come to an agreement regarding last day of work.
- Requests for lump sum payouts of vacation time may be approved at the department's discretion.
- Plan ahead as your last day in office may be several weeks or months before actual retirement date.

Legacy Rutgers:

- Paid Leave Bank (PLB), unused, and earned vacation days may be used prior to retirement or paid out.
- AL and PH days **must** be used prior to retirement.

RBHS:

- Unused and earned vacation days may be used prior to retirement.
- AL, PH and ML days **must** be used prior to retirement.

Sick Leave Payout

- Eligible staff employees receive 1/2 the balance of their sick days up to \$15,000:
 - All applicable taxes will be deducted
- Allow 4 to 6 weeks processing time and ensure to update your address in the employee self service system.
- You may defer sick leave payout by completing the “Sick Leave Payout at Retirement Deferral” available at UHR website:
<https://uhr.rutgers.edu/forms/sick-leave-payment-retirement-deferral>

Compassionate Leave Program

for Legacy Rutgers Staff

- Donated-leave bank program for qualifying managerial, professional, supervisory, and confidential employees, as well as members of the URA-AFT and AFSCME Local #888, who experience catastrophic health conditions and will exhaust all of their paid time off.
- Eligible employees can donate up to 100 vacation and/or sick leave days to the leave bank
- To donate, complete and submit *Donation to Bank* form available at: <https://uhr.rutgers.edu/forms/compassionate-leave-donation-donation-to-bank>
- Donations can also be completed online: <http://hrapps.rutgers.edu/ars/Main.aspx>

Staff Leave Donation Program

for RBHS Staff

- The Staff Leave Donation Program for employees in legacy UMDNJ positions allows employees with accrued paid time off to donate their accrued sick or vacation to co-workers experiencing life-threatening or catastrophic illnesses, or to those who must care for a family member.
- Eligible employees can donate up to 10 vacation and/or sick leave days to the leave bank
- Must submit a request to the OneSource Rutgers Faculty and Staff Service Center at 732-745-SERV (7378).



Additional Retirement Resources

Visit our Information for Prospective Retirees website, for supplemental PowerPoints and Videos:

<https://uhr.rutgers.edu/benefits/information-prospective-retirees>

Supplemental PowerPoints:

- Alternate Benefit Program (ABP) Retirement: Overview
- Alternate Benefit Program (ABP) Retirement: Retiree State Health Benefits Program

