

DPS Retirement Procedures

The Retirement Work Sheet Estimating Vacation / Sick Leave Usage form shall be used instead of paper time sheets for employee retirements. Question may be directed to the DPS Human Resources Benefit Section by e-mail.

The **PAR** (Personnel Action Request) shall be submitted with the Retirement Application Form 6. This is necessary as the employee must be separated early for him/her to have continuous Health Insurance coverage upon retirement. By providing the PAR with the Form 6, the PAR will not need to be sent to the Service Account. Submitting it with the Form 6 will suffice.