

7. LEAVING THE SYSTEM

7.1 RETIREMENT

Employment with the UA System Office will end when an employee retires from service. Applications for retirement should be submitted to the UA System HR Department no less than thirty (30) days or no more than ninety (90) days prior to the effective retirement date.

Employees with a balance of annual leave or comp time may choose to use their available leave balance prior to their retirement date, subject to the approval of their supervisor; however, sick leave may only be used as defined under the "Use of Sick Leave" provision in this handbook. It is the responsibility of the employee to provide their supervisor with reasonable notice of their intended retirement date, as