



# Guide to Your Retirement

Here are some helpful tips to guide you through the process of retiring from Broward Health to ensure a seamless transition for you and your family.

## ANNOUNCING YOUR RETIREMENT:

- *Meet with your financial advisor/planner*
- *Enroll in Medicare or other healthcare coverage*
- *Complete any outstanding projects and assist in any transitions*

You will not be eligible to retire while you are on PL or a holiday. If you are on a leave of absence, details may differ based on your situation. If you have a PL balance after your last day of active work, it will be paid to you in a lump sum within approximately three weeks of your retirement.

***Important Note: Your retirement date is the first day of the month following your last day of active work. Your retirement benefits will be based on this date.***

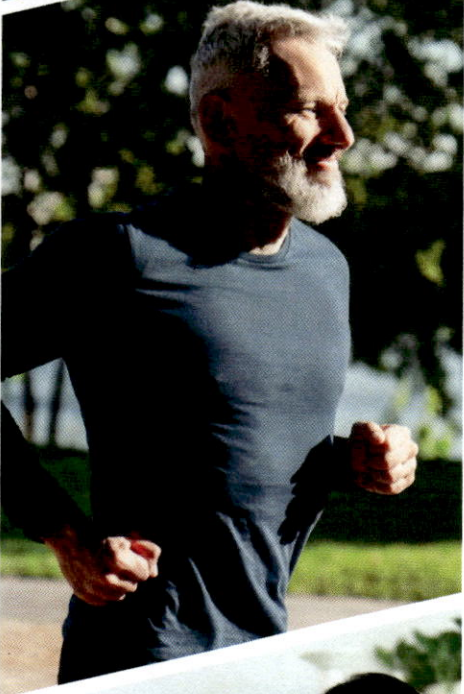
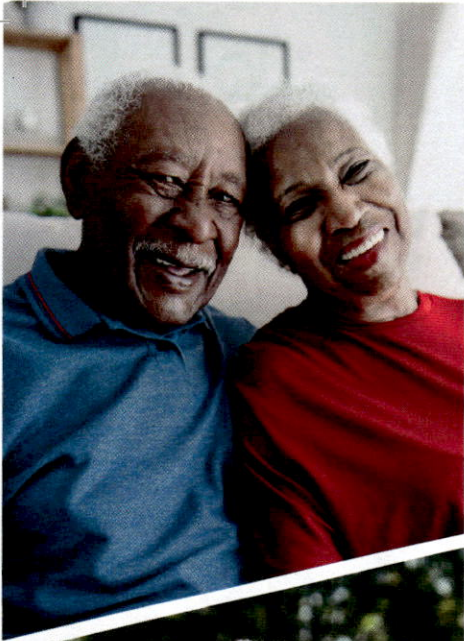
## SUBMITTING YOUR INTENT TO RETIRE FORM:

To submit your "Intent to Retire" form, follow these steps:

- *Visit MyPlace*
- *Click on the Human Resources drop-down menu*
- *Click on "HR Business Center"*
- *Click on the "Benefits" button under "Popular Topics"*
- *Click on the "Intent to Retire" button*
- *Submit the online form*

***You can change your last day of active work after you submit your Intent to Retire form, if all parties agree. However, this may affect your employee benefits.***





#### PREPARING FOR INSURANCE:

If you are eligible to receive Medicare (65 and older) and have not enrolled in Medicare Part A and/or Part B, please allow time to work with Medicare to enroll in necessary coverage to avoid penalties. Broward Health's benefits team does not communicate with Medicare. If Medicare needs to verify your employee coverage, please submit the required form to [Benefits@BrowardHealth.org](mailto:Benefits@BrowardHealth.org).

By law, a COBRA letter will be issued to all employees who have Broward Health coverage. COBRA coverage is different from retiree coverage whereas COBRA has an end date and retiree coverage does not. Your COBRA letter may be used as verification of previous coverage, should you need it.

Broward Health has partnered with Alight Retiree Health Solutions to provide our retirees with a trusted source for accessing coverage outside of what we offer. If you are 65 or older and retiring from Broward Health, please use Alight as a resource.

#### ACCESSING YOUR RETIREMENT FUNDS:

**Cash-Balance Pension Plan 401(a) plan** - Your pension distributions will occur about eight to 10 weeks after your retirement date.

If you would like your pension funds rolled over to your Corebridge account, please work with a Corebridge Financial representative for further guidance.

**Corebridge Financial/Star Plus 403(b) / 457(b) Accounts** - To access your personal Corebridge Financial/Star Plus accounts, please work with a Corebridge representative for further guidance.

#### ADDITIONAL REMINDERS:

- *Your beneficiary information is requested as part of your retirement package. Please include the most up-to-date information for your beneficiaries.*
- *Gifts are available for all Broward Health retirees. To pick up your gift, please visit your regional HR department.*

For more information about your retirement benefits, please visit [Employee.BrowardHealth.org/Benefits](http://Employee.BrowardHealth.org/Benefits) and scroll down to the "Banking and Retirement" section.

