



Voluntary Pre-Retirement Workload Reduction Procedure

Procedure Number: 424P

Responsible Office: Human Resources

Forms: Form 125-398

Effective Date: 08/2015

Date Last Reviewed: 02/22/2024

1. Purpose

The Voluntary Pre-Retirement Workload Reduction program allows colleges to offer teaching faculty the opportunity to teach a reduced workload prior to their actual retirement date; however, each individual case is approved at the discretion of the president according to the needs or best interests of the college.

2. Definitions

See VCCS Policy – [Section 3.8.14](#)

3. Procedure

See VCCS Policy – [Section 3.8.14](#)

Form 125-398 must be submitted to HR by February 1 prior to the academic year in which the phased retirement contract will become effective. Acceptance into the program is subject to the final approval of the college President. Faculty members who are approved to participate will be notified by May 1.