

@ least 2 Weeks in advance of retirement date:

- ◆ Submit a letter to the Human Resources Director with your expected retirement date. Send a copy of the letter to the Town's Employee Benefits Administrator, Sandy Franklin.
- ◆ Schedule an appointment with Sandy Franklin @ 860-291-7223 to sign the necessary paperwork and to review your insurance options. An estimated pension calculation will be done at this time.

At Retirement:

- ◆ After you receive your **last** Town paycheck, your pension calculation will be finalized. You will receive your final calculation by mail. The paperwork you completed at your pre-retirement meeting will be forwarded to Aetna. You should receive your first pension check within 6 weeks of receiving your last paycheck.

6 Weeks after Retirement:

- ◆ You will receive a monthly pension check on the last day of every month. Direct deposit is available. The only deductions will be your tax withholding elections and any health care premium due.