



## Voluntary Partial Retirement (VPR) Program – FAQ Sheet

### What is VPR?

The Voluntary Partial Retirement (VPR) Program allows eligible faculty and executive/management/professional staff to transition into retirement through a phased reduction in work over a period of up to three years.

### What are the benefits of VPR?

- Reduced work hours (typically 50–80%) with proportional pay.
- University continues **retirement contributions based on 100% annual base pay**.
- Full benefits, insurance, and employee privileges.
- Ability to withdraw or annuitize **up to 100%** of retirement accumulations.

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### Eligibility & Getting Started

#### Who qualifies?

You must be:

- At least **55 years old**
- Have **10+ years of service**
- Participating in the Purdue Standard Retirement & Savings Plans (PSRS)

VPR must be mutually agreed upon and approved by unit leadership.

#### How do I begin?

1. Discuss schedule options with your supervisor/department head/dean.
2. Submit the **Voluntary Partial Retirement Request Form** for routing and approval.

## Required Approvals

- Department Head
- Dean (faculty only)
- Vice Chancellor
- *HR and Business Office receive a copy of the final approved form.*

## Maximum Length

Up to **3 years**.

## Can the agreement be extended?

No. Duration cannot be lengthened nor the employment percentage increased. Earlier retirement or further reduction in work schedule may be approved with mutual agreement.

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## Retirement & Benefit Details

### Access to Retirement Funds

You may withdraw or annuitize **up to 100%** of your retirement accumulations during VPR.

### Retirement Contribution Calculations

Contribution Type	Based On	Rate
<b>403(b) University Base</b>	Full annual salary	10%
<b>401(a) Mandatory Employee</b>	Reduced salary	4%
<b>403(b) University During Semester Off</b>	Full annual salary	10%

### Voluntary Retirement Savings (403b/457b)

Your percentage deferral automatically adjusts to your reduced pay. No contributions occur during unpaid semesters, with no retroactive adjustments.

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## **Common VPR Agreement for Faculty Positions:**

Working full-time one semester → Off the next semester

### **Benefit Premiums During Semester Off:**

Premiums are **doubled during the working semester** to cover your non-working semester while maintaining pre-tax status.

### **HSA Contributions:**

- **Employer contributions continue** during time off.
- **Employee contributions resume** when you return to paid status (no full-year adjustment).

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## **Guidance for Department Heads Before Approving**

### **Is approval required if an employee is eligible?**

No. The proposed reduced work schedule must align with unit needs. Consider workload, operational continuity, and resource availability before approving.

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## **Questions About Payroll or Benefit Deductions? Please contact:**

### **PNW Human Resources**

Email: [hr@pnw.edu](mailto:hr@pnw.edu)

Phone: 219-989-2251