

## REGULATION PERTAINING TO RETIREMENT

1. All full-time personnel automatically belong to the Virginia Retirement System. Upon permanent separation from school employment in Virginia prior to reaching retirement age, a member may be eligible to withdraw funds according to VRS regulations for Plan 1, Plan 2, and Hybrid employees.
2. All employees who plan to retire at the end of the school year should notify his/her supervisor and the director not later than March 1st.
3. For details about benefits, refer to the VRS Handbook for Members – Plan 1, the VRS Handbook for Members – Plan 2, and the VRS Handbook for Hybrid Members. All handbooks are available on the VRS website at [www.varetire.org](http://www.varetire.org).
4. Additional information about retiree's rights can be secured from the Virginia Retirement System. Communications with VRS should be directed to:

Virginia Retirement System  
1200 East Main Street  
P.O. Box 2500  
Richmond, Virginia 23218-2500

Employees should include the name of their employer, social security number, and date of birth in communications with VRS.

Adopted: October 17, 2019  
Amended: August 19, 2021  
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Cross Refs.: Pol No. 5050                      Virginia Retirement System