Please make the following "termination Information Sheet" available to all employees, especially those terminating employment or considering applying for disability retirement benefits. This notice provides important time sensitive information concerning deadlines specific to disability retirement.

VSTRS - Termination Information Sheet

When a Member Leaves Their Job or No Longer Qualifies:

A member is encouraged to contact our office, at any time, if they have any questions or concerns about their accounts or retirement. We can be reached at 1-800-642-3191, in VT or 802-828-2305. There are however situations in which it is imperative that they be advised to contact our office as soon as possible after leaving their job because there are time-sensitive windows associated with some situations....

If a member is ill, disabled, or is unable to work due to an illness or injury, it should be recommended that they contact our office immediately, if they have not already done so, because they may be eligible for a disability benefit. If they are eligible for a disability benefit, they must submit an application within 90 days of when they terminate their position and/or no longer qualify to participate. A member will not be eligible to apply for a disability retirement beyond 90 days after the date of termination.

If a member questions whether or not they are eligible to collect an early or normal retirement benefit (they must have at least 5 years of service credit in our Retirement System to qualify for a benefit), they should contact our office. If they are eligible, our office will send the member the paperwork they will need to complete in order to draw a monthly pension benefit.