

SEPARATION PROCESS



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**WHAT YOU NEED TO KNOW TO
ENSURE A SMOOTH TRANSITION.**

STEP 1:

Contact Police Personnel a month before your desired date of separation to start your retirement process.

- **You can email us at Police.Personnel@Phila.gov. When sending an email make sure to provide your full name, payroll number, desired date of retirement, and personal contact information.**
- **You can call us at (215) 686-3370/71 and someone will assist you with the separation process.**
- **If you plan on rolling your Terminal Leave Check over to Deferred Comp contact them to have that setup before you retire.**
- **If you plan on converting your sick time to additional years of medical coverage, let Personnel know so they can have the paperwork ready for you.**

STEP 2:

Once Personnel has received your request to retire, someone from the Separations Unit will contact you.

- **They will schedule you a pension appointment (appointments are 2 weeks or more after your retirement date)**
- **Send you a checkout sheet for you to turn in your equipment upon your last tour of duty if you don't have one.**
- **Schedule you an appointment to meet with them to sign your retirement paperwork and assist with any concerns you may have.**

STEP 3:

Bring your completed and signed checkout sheet to your appointment with the Separations Unit. You will obtain your retired ID that day so come picture ready.

- **ENJOY YOUR RETIREMENT**

TERMINAL LEAVE CHECK

An audit of your time will be conducted by Police Payroll. Once that is completed and your Terminal Leave Check is available, Police Payroll will contact you to come and pick up the check. You can contact Payroll with any inquiries you have concerning your Terminal Leave Check. Please note it will be a few months before your check is ready.

ATTACHMENTS:

REQUEST TO SEPARATE – YOU CAN FILL THIS OUT AND SEND/DROP OFF TO PERSONNEL.

CHECKOUT SHEET – FOR YOU TO TURN IN YOUR EQUIPMENT, GO TO IAB AND COMPLETE YOUR EXIT INTERVIEW, AND HAVE PAYROLL SIGN OFF.

TERMINAL LEAVE ROLLOVER FORM – IF YOU PLAN ON ROLLING YOUR TERMINAL LEAVE CHECK INTO YOUR DEFERRED COMP YOU CAN FILL THIS FORM OUT OR CONTACT THEM FOR ASSISTANCE.

ITEMS NEEDED FOR PENSION APPOINTMENT – THIS IS A LIST OF ITEMS NEEDED WHEN YOU GO TO YOUR PENSION APPOINTMENT.

REQUEST TO SEPARATE	RANK	NAME	
	PAYROLL NO.	BADGE	DIST/UNIT
	LENGTH OF SERVICE		DESIRED DATE OF SEPARATION
REASON FOR REQUESTING SEPARATION			
<p>ARE YOU CURRENTLY UNDER SUSPENSION ?..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>ARE ANY CHARGES PENDING AGAINST YOU ?..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>ARE YOU NOW UNDER INVESTIGATION ON ANY CHARGES ?..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DO YOU OWE ANY MONEY TO THE CITY ?..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>ARE YOU OVERDRAWN ON ANY ACCRUED TIME?..... <input type="checkbox"/> YES <input type="checkbox"/> NO</p>			
EXPLANATION OF ANY "YES" ANSWERS TO ABOVE _____			

DATE: _____		SIGNATURE: _____	

POLICE DEPARTMENT SEPARATION CHECK LIST	NAME	BADGE NO #
	RANK	P/R#
	DISTRICT/UNIT:	TYPE OF SEPARATION:
PRIOR TO LAST TOUR OF DUTY		
EMPLOYEE		
1. GIVE NOTICE TO COMMANDING OFFICER	DATE	AUTHORIZED SIGNATURE
A. IF YOU WOULD LIKE TO OBTAIN A COPY OF YOUR TRAINING RECORDS, YOUR COMMANDING OFFICER CAN PRINT THEM OUT FOR YOU. (THIS IS FOR YOUR YOUR PERSONAL RECORD)		
B. RETURN ALL CITY ISSUED EQUIPMENT TO THE COMMANDING OFFICER ON LAST DAY WORKED. D. EMPLOYEE MAY THEN PROCEED TO STEPS 3,4, AND 5 AFTER STEPS 1,2, AND 3 ARE COMPLETED.		
COMMANDING OFFICER		
2. COMMANDING OFFICER WILL COLLECT ALL CITY ISSUED EQUIPMENT AND INSURE IT IS RETURNED TO THE FOLLOWING:		
A. TICKET BOOK		
B. ARMORY, POLICE ACADEMY - CITY OWNED WEAPON, 2 MAGAZINES, BLACK BOX, MACE & MACE HOLDER & VEST., BATON		
C. POLICE WAREHOUSE, 660 EAST ERIE AVE. - HELMET, AND HANDCUFFS.		
D. STINGER FLASHLIGHT, 400 N. BROAD STREET STE E009 (BASEMENT)		
E. POLICE PERSONNEL, PPSB, 7 TH FLOOR STE. 07-001 ID CARD, MPO CARD, BADGE AND FRONTISPIECE. **ONLY EMPLOYEES RETIRING MAY RETAIN THEIR BADGE. EMPLOYEES ON TERMINAL LEAVE MAY RETAIN THEIR ID CARD UNTIL FINAL APPOINTMENT WITH POLICE PERSONNEL.		
F. MOBILE COMMUNICATION, PPSB RM. 213 - SURRENDER BEEPER AND HANDI- TALKIE IF ISSUED		
G. GARAGE MACALESTER ST. - CAPTAIN AND ABOVE VEHICLE AND KEYS.		
3. INTERNAL INVESTIGATIONS 7790 DUNGAN RD. EXIT INTERVIEW		
4. FINANCE OFFICE, PPSB, 4TH FLOOR, ROOM 04-W-099 SETTLE EDUCATION SUBSIDY BALANCE DUE		
5. ADMINISTRATIVE ANALYSIS, PPSB 4TH FL, STE 04-164 A. RETURN ALL CELL PHONES		
7. POLICE PERSONNEL, PPSB, 7TH FLOOR STE. 07-001 A. RETURN TO PERSONNEL WITH A COMPLETED CHECK-OUT SHEET B. RETIREES ON TERMINAL LEAVE MUST SURRENDER ID CARD.		

**Philadelphia Terminal Leave Form - Form
must be completed prior to your retirement
date**

Click here to get the Terminal Leave Form. Did you know when you retire from the PPD you may be eligible to contribute some of your sick and vacation time into the 457 Deferred Comp Plan on a pretax basis. To complete this transaction please contact the Local Deferred Comp representatives, Cristina Gibson, gibsc3@nationwide.com (267)205-6606 or Shawn McDonald, mcdons3@nationwide.com (215)804-6161. **IMPORTANT: The form must be completed prior to your retirement date.**



**Philadelphia
Deferred
Compensation**

**City of Philadelphia Deferred Compensation Plan
457(b) Terminal Leave Deferral Form**

Use this form to designate the amount of accrued leave you wish to have contributed to your 457(b) deferred compensation plan on a pretax basis upon your separation from service. IRS regulations determine the total amount that may be contributed to the 457(b) plan. This limit includes any contributions already made into the plan. Please review your account history or consult with a Retirement Specialist.

Please remember that once you designate your contribution, you will be required to make this contribution to your account as indicated on this form and will not be allowed to amend or rescind your election.

Participant Information

Name:	SSN:
Department Name:	Payroll Number:
Retirement Date:(mm/dd/yyyy)	Phone Number:

Election to Contribute Accrued Leave

Irrevocable election for pre-tax contribution of accrued leave
 I hereby direct my employer to make a contribution of my accrued leave upon my separation from service:
 Please specify requested amount: \$ _____ / _____ Dollars
 (Ex: \$18,000 / Eighteen thousand)

Type of catch up:
 Normal Deferral Age 50 Catch Up Pre-Retirement Catch Up

Authorization

By signing this form, the Participant acknowledges that under current Plan rules, the contribution election(s) made is irrevocable and may not be changed or rescinded. The Participant shall be solely responsible to ensure that their contribution of leave into the plan upon termination of employment shall not be in excess of the maximum amount permitted in the year of contribution, in accordance with section 457 (b) (2) of the Internal Revenue Code.

Participant Signature:	Date:
Authorized Representative Signature:	Date:

Form Return

By mail: Nationwide Retirement Solutions
 2 Penn Center Plaza
 Suite 1705
 Philadelphia, PA 19102

Ready to retire?

Take your first steps by contacting your City of Philadelphia Retirement Specialists and Personal Retirement Counselor.



Philadelphia
Deferred
Compensation

City of Philadelphia 457(b) Deferred Compensation Plan



City of Philadelphia 457 Deferred Compensation Plan

Website: philly457.com

Phone: 215-568-1960/1-855-550-1777

Retirement Specialists and Personal Retirement Counselor

3 reasons to contact the City of Philadelphia right away when you're planning to retire:

1

ROLLING IN DROP MONEY

Meet with a local Retirement Specialist or Personal Retirement Counselor to learn more about consolidating your deferred retirement option plan (DROP) money into your 457 Deferred Compensation Plan.

2

DEFERRAL OF UNUSED LEAVE BALANCE

Consider giving your retirement savings a boost as you defer immediate income taxes by converting unused vacation and/or sick time into the City of Philadelphia Deferred Comp Plan. Plan ahead. Contact us as soon as you know your retirement date.

3

KEEP THE CITY OF PHILADELPHIA DEFERRED COMP PLAN WORKING FOR YOU

Scan the QR code above to talk with a City of Philadelphia Retirement Specialist about how and why you should consider letting your investments potentially grow through your retirement. The City of Philadelphia Deferred Comp Plan is with you for life.

We're here to help. For personal assistance with any step of Plan participation, [SCHEDULE AN APPOINTMENT](#) with a Retirement Specialist.



Shawn McDonald

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215-804-6161



Cristina Gibson

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Don Marchesiello, CFP

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Investing involves market risk, including possible loss of principal. No investment strategy or program can guarantee to make a profit or avoid loss. Actual results will vary depending on your investment and market experience.

Qualified retirement plans, deferred compensation plans and individual retirement accounts are all different, including fees and when you can access funds. Assets rolled over from your account(s) may be subject to surrender charges, other fees and/or a 10% tax penalty if withdrawn before age 59½.

Information provided by Retirement Specialists is for educational purposes only and is not intended as investment advice.

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Please bring the following with you to the interview.

**FAILURE TO PROVIDE THESE DOCUMENTS WILL DELAY THE
PROCESSING OF YOUR APPLICATION FOR BENEFITS.**

1. Documentary proof of age for you and your beneficiary(ies) i.e. (birth certificate, baptismal certificate, Military separation form DD214, valid passport, or affidavit from Voter's Registration Commission)
2. Marriage License or Life Partnership certificate
3. Full Divorce/Settlement documents
4. Medical and/or prescription cards
5. Social Security Card
6. Documentary proof of any and all name changes
7. Documentation to support your DROP distribution selection (IRA roll-over forms from your Financial Institution custodian)
8. Effective July 1, 2011, all pension payments must be direct deposited. Please complete the enclosed Direct Deposit form.