

	Human Resource Policy Employment & Hiring Practices	No. HR.EHP.19¹
	Title: RETIREMENT BENEFIT ELIGIBILITY	Page: 1 of 3
		Effective Date: 05-10-13
		Retires Policy Dated:
		Previous Versions Dated:

I. SCOPE

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare facility in which an Affiliate either manages or controls the day-to-day operations of the facility (each, a “Tenet Facility”) (collectively, “Tenet”).

II. PURPOSE:

Tenet’s “Commitment to People” guides us to provide a great work environment and competitive benefits for our employees, including support and consideration when someone wishes to transition out of the company after reaching retirement age. We believe in transparency to career transitions to retirement, and align our benefit plans as not to discourage such a personal choice.

The purpose of this policy is to provide managers and eligible employees with information and procedures for receiving certain benefits if they elect to utilize the retirement procedures set forth in this policy. To the extent that Tenet benefit plans provide for specific treatment based on a participant’s age at separation, this policy will not alter the application of those benefit plans unless permitted by the plan provisions.

III. DEFINITIONS:

- A. **“Normal Retirement Age”** generally means the date the employee attains age sixty-two (62). However, an employee’s “Normal Retirement Age” will be administered in accordance with the terms of respective benefit plan documents.
- B. **“Retirement”** means a voluntary decision by an employee in good standing who has reached Normal Retirement Age, gives notice as provided for in this policy and receives acceptance of termination of employment.
- C. **“Retiree”** is an employee in good standing who gives notice as provided for in this policy and receives acceptance of retirement.
- D. **“Termination of Employment”** means the date that an employee ceases performing services for the Employer and its Affiliates in the capacity of an employee for any reason whatsoever, whether voluntarily or involuntarily.
- E. **“Exit Process”** means the process used to end employment; includes (at least) collection of Tenet equipment, distribution of benefit information and asking mandatory compliance questions. See Human Resource policy HR-904 Exit Process for additional details. Benefits available under this policy will be identified in the Benefit Resource Guide in place at the time of the individual’s Retirement.

¹Prior to June 3, 2013, the policy number was HR-905.

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IV. POLICY:

As an employee approaches Retirement, the transition from daily job responsibilities may be helped through the use of greater flexibility in working arrangements.

If an employee is planning to retire and he/she is seeking Retirement benefits under this policy, the employee will need to:

- Provide written notice to the local HR Leader at a minimum of six months prior to the planned date of retirement
- Participate in a Pre-Retirement Interview (to be conducted after written notice is received) with Supervisor and HR Leader to discuss and document the transition/succession plan
- Obtain written approval from Tenet’s Senior Vice President HR or designee
- Engage in the Exit Process (to be initiated on last day worked)

During the Pre-Retirement Interview, the employee will be also asked to provide feedback on current policies and working conditions, as well as answer questions related to ethics and compliance within Tenet.

Compliance Questions are mandatory during the Exit Process. When Human Resources is notified that an employee is retiring, an HR representative shall attempt to contact the employee to complete the Exit Process. The employee shall be asked to answer a series of questions related to ethics and compliance within Tenet. This request may be verbal, in writing or electronic.

V. PROCEDURE:

A. Retirees

Those employees considering retirement should consult with their Human Resource Director to determine those benefits they are eligible for under Tenet benefit plans and any additional benefits they may be eligible for under this policy. Once a confirmed decision to retire has been made, he/she must submit a written notice to their HR Leader, at a minimum of **six months** prior to the scheduled date of retirement. Retiree should be prepared to participate in the Pre-Retirement Interview and the Exit Process. Human Resources will inform the employee of the decision regarding his/her Retirement eligibility within three months of the scheduled retirement date.

B. Managers

Managers are required to be aware of this policy, its purpose and its operational implications. Managers should take positive action to assist Retirees planning work

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transition in their course of action leading up to the scheduled date of retirement as well as:

- Ensure business continuity and available talent to meet current and future business demands upon retirees last day worked
- Identify the most effective and efficient use of talent to support the department upon Retirees' last day worked

C. Human Resources

Human Resources has the responsibility to support, guide and advise Managers and Retirees in the implementation of this policy. Human Resources is also responsible for assisting Retirees in their course of action leading up to the date of retirement as well as reviewing all respective plan benefits and events that will be triggered upon the date of retirement. Human Resources is responsible for submitting the information to Tenet's Senior Vice President HR necessary to establish Retirement eligibility under benefit plans and for communicating eligibility decisions to Retirees within three months of the scheduled retirement date.

D. Auditing and Monitoring

Audit Services shall audit adherence to this policy as part of its routine audits.

E. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.

Failure to comply with this policy may disqualify the employee from Retiree status eligibility which would otherwise have been met based on the attainment of Normal Retirement Age. Retiree status is required to receive retirement treatment under the applicable benefit plans.

VI. REFERENCES:

- Human Resource policy HR.EHP.17 Exit Process
- HR Leader guidance, located on the HR Leader SharePoint site