



STATE OF DELAWARE
OFFICE OF PENSIONS

OFFICE UPDATES
DECEMBER 2024

PENSION APPLICATION DEADLINE SCHEDULE 2025

The Office of Pensions provides Calendar Year 2025 pension application deadlines to ensure employees receive their pension in a timely manner and are enrolled in healthcare enrollment without delay.* Please share this information with employees to emphasize the importance of notifying their Human Resources Office in advance of their requested retirement date.

MONTH	PENSION EFFECTIVE DATE	SIGNED PENSION APPLICATION DUE TO PENSION OFFICE	PAYROLL
JANUARY	1/1/2025	12/1/2024	FEBRUARY**
FEBRUARY	2/1/2025	1/1/2025	MARCH
MARCH	3/1/2025	2/1/2025	APRIL
APRIL	4/1/2025	3/1/2025	MAY
MAY	5/1/2025	4/1/2025	JUNE
JUNE	6/1/2025	5/1/2025	JULY
JULY	7/1/2025	6/1/2025	AUGUST**
AUGUST	8/1/2025	7/1/2025	SEPTEMBER
SEPTEMBER	9/1/2025	8/1/2025	OCTOBER
OCTOBER	10/1/2025	9/1/2025	NOVEMBER
NOVEMBER	11/1/2025	10/1/2025	DECEMBER
DECEMBER	12/1/2025	11/1/2025	JANUARY

***IMPORTANT** Signed pension applications for **Medicare eligible retirees** must be submitted to the Office of Pensions at least 2 full months before their pension effective date.

****February and August are typically the months with the largest number of retirees added to payroll. An excessive number of new applications, along with the Office of Pensions staffing levels, may result in additional processing times during these periods.**

Questions? Please contact our Pension Administration section at (302) 739-4208.