

Effective July 1, 2023, all current participants in the Florida Retirement System (FRS) Pension Plan's Deferred Retirement Option Program (DROP) are eligible to extend their participation in the program for a total of 96 months (eight years). This extension requires the approval of the participant's employing agency.

While eligible employees should be encouraged to take advantage of this opportunity whenever possible, the University acknowledges that some departments/units may have a critical business need to deny this extension for specific DROP participants. (An example would be if a department/unit has already put in place plans to replace the DROP participant based upon their previously submitted DROP resignation date.) The resignation date established by the participant upon entering DROP is submitted in a legally binding document, so that original date can be enforced.

By affixing your signature below, you (the employee's supervisor) are granting the named DROP participant permission to extend their DROP participation as noted by the dates listed on this form. If a supervisor is not available to sign, the employee may obtain a signature from another official designee at the employee's department/unit that is authorized to sign such forms.

Should you have any questions, please contact the Central Human Resources Benefits Office at [benefits@usf.edu](mailto:benefits@usf.edu).

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**TO BE COMPLETED BY THE EMPLOYEE:**

DROP Begin Date: \_\_\_\_\_

New DROP End Date: \_\_\_\_\_

\_\_\_\_\_  
*Printed name of Employee (Last, First)*

\_\_\_\_\_  
*Employee ID (GEMS)*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

**TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR (OR DESIGNEE):**

\_\_\_\_\_  
*Printed name of Supervisor/Designee (Last, First)*

\_\_\_\_\_  
*Supervisor/Designee Signature*

\_\_\_\_\_  
*Date*