

Phased Retirement Program Application

I. Participation:

I elect to participate in the Phased Retirement Program beginning _____(date) and I select the following option:

- Option 1** - Remain an active employee and enter in the phased retirement with a future retirement date identified

Retirement date will be: _____ (latest date possible is two years after phased retirement start date)

- Option 2** - Retire and enter into the phased retirement program as a retiree.

Retirement date will be: _____ (latest date possible is two years after phased retirement start date)

II. Obligation:

I select the following obligation:

Year One (check one) 50% Other _____

Year Two (check one) N/A TBD 50%
 Other _____

III. Proposed assignment and work schedule are attached to this application (subject to approval).

IV. Signature: By my signature below, I agree to retire on or before the date identified in Section I above. I understand I will be issued a contract outlining the new terms of employment and that this contract is irrevocable except that I can terminate employment earlier than originally expected. My participation in this program will be finalized when I sign the contract and return it with an irrevocable resignation for the purpose of retirement.

Employee Signature	Print Last Name	Date
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V. Approvals (signatures denote approval of application)

Chair/Supervisor Signature	Print Last Name	Date
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Dean/Director Signature	Print Last Name	Date
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Next Level Supervisor Signature	Print Last Name	Date
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Vice President Signature	Print Last Name	Date
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(after Vice President's approval, send copy to employee and forward original form to Human Resources)