

**PHASED RETIREMENT PROGRAM**

**APPLICATION**

**APPLICANT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Participation**

I elect to participate in the Phased Retirement Program beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(date)*.

1. **Proposed assignment and work schedule are attached to this application** *(subject to approval)***.**
2. **Signature**

By my signature below, I understand I will be issued a contract outlining the new terms of employment and that this contract is irrevocable with the exception 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 letter of resignation for the purpose of retirement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Employee Signature Date*

1. **Approvals** *(signatures denote approval of application)***:**

|  |  |  |
| --- | --- | --- |
| *Chair/Supervisor* ***Print Name*** | *Chair/Supervisor* ***Signature*** | ***Date*** |
| *Dean/Director* ***Print Name*** | *Dean/Director* ***Signature*** | ***Date*** |
| *Next Level Supervisor* ***Print Name*** | *Next Level Supervisor* ***Signature*** | ***Date*** |
| *Vice President* ***Print Name*** | *Vice President* ***Signature*** | ***Date*** |