

# Phased-In Retirement Application

Human Resources

1. Application Information:

a. **Employee Number:** \_\_\_\_\_ **Employee Name:** \_\_\_\_\_

b. School/Department: \_\_\_\_\_

c. Work Unit: \_\_\_\_\_

d. Present Position: \_\_\_\_\_

e. I meet age/service criteria:  Yes  No

2. Duration of requested Phased-in Retirement period  1 year  2 year

3. Last day of full-time employment: \_\_\_\_\_  
(normally the last day of summer vacation) (mm/dd/yy)

Commencement of LAPP benefits: \_\_\_\_\_  
(normally the day after your last day of employment) (mm/dd/yy)

Commencement of Phased-in Retirement period: \_\_\_\_\_  
(normally the first day of the fall semester) (mm/dd/yy)

End of Phased-in Retirement period: \_\_\_\_\_  
(normally the last Friday of the last pay period in June) (mm/dd/yy)

4. Proposed Workload Level: Year 1  Year 2

I hereby acknowledge that I have sought advice on and understand the financial and pension implications to me by retiring from NAIT and undertaking the Phased-In Retirement Plan (The Plan) offered by NAIT. I also Understand that once I have formally resigned and been rehired into The Plan, this decision is irrevocable.

\_\_\_\_\_  
Signature - Employee

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
Signature - Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Dean/Director

\_\_\_\_\_  
Date

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