



PHASED-IN RETIREMENT PLAN

Instructions for Completing an Application

The Phased-in Retirement Plan (The Plan) is completed and signed by the employee. Signatures of the employee's chair/manager and Dean are also required. To ensure accurate completion of the form, the following is offered for assistance.

1. Applicant Information

- a. **Name** – include full name
- b. **Employee #** - NAIT employee/payroll number
- c. **School/Department** – include full name of school/department (example – School of Hospitality & Culinary Arts)
- d. **Work unit:** include name of program or work unit (example: Civil Engineering
 - i. Program)
- e. **Present position** – include working title or classification (example – Instructor)
- f. **Age/Service** – criteria of the Plan require applicants to be at least 55 years of age and have completed at least 10 years of continuous service with NAIT.

2. Duration

– the duration of the Phased-in Retirement period shall be a minimum of one (1) and a maximum of two (2) years.

3. Dates

- a. **Last day of full-time employment** – normally, your last day of summer vacation.
- b. **Commencement of LAPP benefits** – normally the next calendar day following last day of full-time employment.
- c. **Commencement of Phased-in Retirement Period** – normally, the commencement date will coincide with the start of the fall semester of an academic year.
- d. **End of Phased-in Retirement Period** – normally the last Friday of the last pay period in June (end of fiscal year).

4. Requested % workload level

– the part-time level shall normally not be less than 40% nor greater than 70%. This supports the goal of the Plan of offering a managed transition to retirement. Normally the first year workload will be higher than the second (example – 70% for year one and 50% for year two).

5. Applicant's signature

– must be signed and forwarded to Chair/Manager.

6. Dean/Director

– Signature indicating final approval.

Next Steps

1. Forward approved application to Human Resources
2. Email from HR confirming the request and the dates of implementation
3. Apply for LAPP benefits approximately three months prior to start of Phased-in Retirement