



Phased Retirement Application – Proposed Arrangement For Phased Retirement Arrangements Beginning Academic Year 2025/26

This application must be submitted 120 days prior to start of Fall 2025 semester

Procedure:

- Review the Voluntary Phased Retirement program information at www.passhe.edu/phasedretirement.
- Complete this application and submit to your Dean (or other appropriate manager) with a copy to your department Chair, University President, and Human Resources.
- Within 30 days of submission, the President (or designee) will notify you of the status. If approved, a formal agreement will be sent to you for signature.
- The final agreement must be executed at least 60 days prior to the start date of the academic year and, once fully executed, is irrevocable.

Faculty Member Information:

Name: <input style="width: 90%;" type="text"/>	Phone Number: <input style="width: 90%;" type="text"/>
Personnel #: <input style="width: 90%;" type="text"/>	Department: <input style="width: 90%;" type="text"/>
Email Address: <input style="width: 90%;" type="text"/>	University: <input style="width: 90%;" type="text"/>

Proposed Arrangement:

The Phased Retirement arrangement must start with the Fall Semester. The arrangement can span 1-3 years.

Phased Retirement Begin Date:

Percentage of time to be worked during phased retirement:

(Must be 50% - 99%, except for final year which may be 25% - 99%)

Phased Retirement End Date:

Workload Year 1

Average of Fall/Spring	
AY 25/26:	%
AY 26/27:	%
AY 27/28:	%

Fall:	%	Spring:	%
Fall:	%	Spring:	%
Fall:	%	Spring:	%

Workload Year 2

Workload Year 3

Date Submitted:

Response

Approved _____
Dean/Other Appropriate Manager Date

Approved

Provisionally Approved with Modifications*:

_____ President/Designee Signature	Faculty Member Response: <input type="checkbox"/> Agreed <input type="checkbox"/> Decline to Participate
---------------------------------------	--

*If the arrangement is provisionally approved with modifications, send a copy to the Human Resources department for review.

Disapproved

President/Designee Signature Date