



## Phased Retirement Application – Proposed Arrangement For Phased Retirement Arrangements Beginning Academic Year 2024/25

This application must be submitted by 120 days prior to start of Fall 2024 semester

### Procedure:

- Review the Voluntary Phased Retirement program information at [www.passhe.edu/phasedretirement](http://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:** Beginning of Fall 2024

#### Phased Retirement End Date:

#### Percentage of time to be worked during phased retirement:

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

	Workload Year 1	AY 24/25:	%	Fall:	%	Spring:	%
	Workload Year 2	AY 25/26:	%	Fall:	%	Spring:	%
	Workload Year 3	AY 26/27:	%	Fall:	%	Spring:	%

Date Submitted:

### Response

Approved \_\_\_\_\_  
Dean/Other Appropriate Manager Date

Approved

Provisionally Approved with Modifications\*:

<input type="checkbox"/> Disapproved	Faculty Member Response: <input type="checkbox"/> Agreed <input type="checkbox"/> Decline to Participate
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\*If the arrangement is provisionally approved with modifications, send a copy to the Human Resources department for review.

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President/Designee Signature Date