



## Phased Retirement Application – Proposed Arrangement For Phased Retirement Arrangements Beginning Academic Year 2021/22

This application must be submitted by 120 days prior to start of Fall 2021 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:

#### 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

Required:	
AY 21/22:	%
AY 22/23:	%
AY 23/24:	%

Optional:	
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\*:

Faculty Member Response:

- Agreed
- 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