

# RETIREMENT - NOTICE AND ACKNOWLEDGEMENT

## Article 49: Retirement

### ELIGIBILITY:

Must be at least 55 years of age at start date of retirement (Art. 49.3).

### LENGTH OF NOTICE:

\*\*Retirements will normally take effect the last day of a semester.

At least 12 months' notice to the Chair/Director or Dean; 18 months' notice preferred. This may be reduced by mutual agreement (Art. 49.4).

It is recommended that you have a discussion with your Chair/Director, Dean, or Faculty Relations when planning for retirement. Notice of retirement is irrevocable (Art. 49.7); you may shorten your phased retirement with the mutual agreement of your Dean.

SFU ID: \_\_\_\_\_ Title: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Primary Faculty:  Primary School/Department: \_\_\_\_\_

Secondary Faculty:  Primary School/Department: \_\_\_\_\_

First day of retirement:

Tick here if you would like the opportunity to have an exit interview with Faculty Relations and we will contact you.

Faculty Member (Signature):

Date: \_\_\_\_\_

**TO BE COMPLETED BY CHAIR/DIRECTOR:** (if applicant has a joint appointment, both Chairs/Directors must confirm acknowledgement).

Comments: \_\_\_\_\_

**TO BE COMPLETED BY DEAN:** (if applicant has a joint appointment, both Deans must confirm acknowledgement).

Comments: \_\_\_\_\_

Approved by Primary Dean:

Date: \_\_\_\_\_

Approved by Secondary Dean:

Date: \_\_\_\_\_

Dean    Chair    Director, Administration    Senior Finance Manager    Payroll    Benefits    Faculty Member

For questions in completing this form, call your

