



**Notice of Intention: 2020 Special Retirement Program for Faculty and Librarians**

*Please complete this form to apply for retirement under the 2020 Special Retirement Program for Faculty and Librarians. The completed form must be submitted to your unit head by April 1, 2020. Once approved, applications are irrevocable.*

Name: \_\_\_\_\_ Personnel Number: \_\_\_\_\_

Faculty/Division: \_\_\_\_\_ Department: \_\_\_\_\_

Tenured Faculty Member

Continuing Teaching Stream

Librarian 3 or 4

Grant-funded CLTA

Part-time Faculty

I have read and understand the attached outline of the program and agree to all aspects. I believe I meet the eligibility criteria for an unreduced pension (i.e. (1) age 60 or more and (2) at least 10 years of Pensionable Service) on June 30, 2020. I am not already participating in the Phased Retirement Program.

**STEP 1: Your retiring allowance payment will be calculated based on your salary on June 30, 2020.**

I am applying to change my status at the University on June 30, 2020, and I elect to take my financial package as follows:

Retire effective June 30, 2020, and receive a lump sum retiring allowance.

Six months of Paid Leave of Absence from June 30, 2020 until December 31, 2020, at which time I will retire with the remainder of my retiring allowance paid as a lump sum.

Twelve months of Paid Leave of Absence from June 30, 2020 until June 30, 2021, at which time I will retire.

**STEP 2: Please indicate whether you believe you are also entitled to an additional payment under the Special Retirement Program, arising from accrued Research and Study Leave as of June 30, 2020:**

6 months

1 year

Not eligible

*Please note: This will require verification and approval from the Office of the Vice President and Provost.*

**STEP 3: Please indicate your preference regarding information sharing**

1. The Senior College at the University of Toronto will be provided with your institutional email address. If you do NOT want your institutional email address provided to the Senior College, please check here.
2. The University of Toronto Faculty Association (UTFA) will be provided with your institutional email address. If you do NOT want your institutional email address provided to UTFA, please

check here.

**STEP 4: Signature**

By signing this Notice of Intention to participate in this Special Retirement Program, I acknowledge that, once approved by my Division Head, my decision is irrevocable.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree that once approved, the information regarding my intention to participate in this Program, including the date of my retirement, can be shared with the University of Toronto Faculty Association.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For completion by the Unit Head / Dean**

As Unit Head/Dean, I agree that this person meets the terms and conditions of the 2020 Special Retirement Program, and approve this application. By my signature below, this Notice is irrevocable.

**Unit Head Authorization:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean's Authorization:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For completion by the Office of the Vice-Provost, Faculty & Academic Life**

I have reviewed the member's entitlement to Research and Study Leave, and agree that under the terms of the 2020 Special Retirement Program, as of June 30, 2020, the member is entitled to an additional Retiring Allowance as noted below:

Additional 2 months of Retiring Allowance (accrued six month Research and Study Leave)

Additional 4 months of Retiring Allowance (accrued one year Research and Study Leave)

Not eligible for additional Retiring Allowance

**Provost's Authorization:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Faculty Member / Librarian Office of the Vice-Provost, Faculty & Academic Life  
Divisional HR Office Joe-Anne Vanhorn, Central HR-Pension Administration