

Notice of Intention: Unreduced Early Retirement

1. This form should be used if you wish to participate in the **unreduced early retirement** program. For this program faculty members must be age 60 or more and have ten years of pensionable service.
2. A signed notice of intention to participate in the unreduced early retirement program must be submitted to your Unit Head at least one year in advance of the proposed commencement date (which should be July 1 or January 1).
3. You will have one month from the date on which you notify your Unit Head to revoke your intention to retire provided 12 months advance notice has been given.

A. PERSONNEL INFORMATION

Name:

Personnel Number:

Faculty:

Department/Division:

Normal Retirement Date: (30th June of year in which you turn 65)

Date of Birth:

B. NOTICE OF INTENTION TO RETIRE

1. I wish to take early retirement with an unreduced pension beginning
2. I understand that this notice can only be revoked by giving my Unit Head written notice of revocation within one month of the date I gave notice of intention to retire to my Unit Head.
3. I gave notice of my intention to retire to my Unit Head on:
and the one month period during which I may revoke that intention ends on:
4. If I do not revoke my notice of intention to retire within the one month period the above retirement date becomes irrevocable. Notices of intention which are accepted with less than 12 months notice of such intention are irrevocable.
5. If eligible, I wish to be appointed to rank of Emeritus/Emerita in accordance with the Policy on Emeritus/Emerita Status. I understand that eligibility will be confirmed by the Office of the Vice-President & Provost.
No Yes If "Yes", my title will be _____

Applicant's Signature: _____

Date: _____

C. ACCEPTANCE

I hereby accept your notice to retire on _____

Unit Head's Signature: _____

Date: _____

D. FOR INFORMATION

Dean's Signature: _____

Date: _____

Provost's Signature: _____

Date: _____

E. INFORMATION SHARING

1. The Academic Retiree Centre 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 Academic Retiree Centre, please check here.
2. The University of Toronto Faculty Association (UTFA) will be notified that you have given notice of your intent to retire. If you do NOT want UTFA to be notified that you have given notice of intent to retire, please check here.
3. The Retired Academics and Librarians at the University of Toronto (RALUT) will be provided with your institutional email address. If you do NOT want your institutional email address provided to RALUT, please check here.