



**PHASED RETIREMENT PROGRAM
REQUEST TO PARTICIPATE
PROFESSIONAL/ STAFF**

Instructions: Prior to submitting this form for approval please review the Policy on Phased Retirement, discuss participation in the Phased Retirement Program with your supervisor and consult with your financial advisor(s), if applicable. Please contact the Employee Benefits Office with any questions you may have about the Phased Retirement Program.

Name:	BSU ID #:
Department:	Job Title:
Proposed Start Date:	Proposed Retirement Date:

Fiscal Year		Start	End/ Retirement	Percentage
Beginning	Ending	Date	Date	of Full-Time
Example: 2020	2021	07/01/2020	06/30/2021	75%

The term of the Phased Retirement Agreement may be for a period of at least one year but no more than three years.

The reduced assignment for each year of participation in the Program must be between 50% and 75% of a full-time assignment, but not below 1,000 hours for staff personnel. A multi-year Phased Retirement Agreement may provide for different percentages each year of participation. Professional and Staff participants must distribute the annually agreed workload evenly over the applicable academic or fiscal year. Staff personnel may not work more than 40 hours in any week during their phased retirement.

I hereby request to participate in the University's Phased Retirement Plan. I have read and understand the Phased Retirement Policy, including the eligibility requirements described therein.

Employee Signature: _____ Date: ____/____/____

To Be Completed by the Department/ Administrative Unit		
How will department cover remaining assignment?		
Current Hire Date:		
Supervisor Signature:	Printed Name and Title:	Date Approved:
Director/ Department Head Signature (if applicable):	Printed Name and Title:	Date Approved:
Administrative Unit Head Signature:	Printed Name and Title:	Date Approved:
Submit to Department Vice President for Approval		
Vice President Signature:		Date Approved:

Vice President's Office: Please forward the approved request to the Benefits Office to initiate the development of the formal Phased Retirement Plan Agreement and approval of the Vice President of Business Affairs and Treasurer.