

**SUNY CORTLAND PHASED RETIREMENT PROGRAM
APPLICATION**

I. Participation:

I elect to participate in the Phased Retirement Program beginning _____ (date). I select the following option (choose one):

- Option 1 – Remain an active employee and enter in the phased retirement with a future retirement date identified
Retirement date will be _____ (latest date possible is three years after phased retirement start date)
- Option 2 – Retire and enter into the phased retirement program as a retiree
Retirement date will be _____ (date must be prior to the phased retirement start date)

II. Obligation:

I select the following obligation:

- Year One (check one): 25% 50%
- Year Two (check one): 25% 50% to be determined
 not applicable
- Year Three (check one): 25% 50% to be determined
 not applicable

III. Proposed assignment and work schedule are attached to this application.

IV. Signature: By my signature below, I agree to retire on or before the date identified in Section I above. I understand I will be issued a contract outlining the new terms of employment and that this contract is irrevocable except that I can terminate employment earlier than originally expected. My participation in this program will be finalized when I sign the contract and return it with an irrevocable resignation for the purpose of retirement.

(Employee Signature)	(Date)
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V. Approvals (signatures denote approval of application):

(Chair/Supervisor Signature)	(Date)
(Dean/Director Signature)	(Date)
(Next Level Supervisor Signature)	(Date)
(Vice President Signature)	(Date)

(after Vice President's approval, send copy to employee and forward original form to Human Resources)

