THE UNIVERSITY OF IOWA

REQUEST TO PARTICIPATE IN THE PHASED RETIREMENT PROGRAM

ELIGIBILITY: Employee must be at least 57 years old with 15 years of service

MERIT	MERIT CONFIDENTIAL	MERIT EXEMPT	FACULTY	PROFESSIONAL & SCIENTIFIC
☐	☐	☐	☐	☐

Name: _____ **Phone #:** _____ **Employee ID #:** _____

Date of Birth: _____ **Department:** _____ **Years of Service:** _____

Starting Date of Phased Retirement: *Month:* _____ *Day:* _____ *Year:* _____

Note: The 12-month faculty member may enter the phased retirement period at any time and end the phased retirement period at any time. The 9-month faculty member may not begin or end the phased period during the summer months and must begin the phased retirement period at the beginning of an academic semester and end it at the end of an academic semester.

Employment and benefits will continue through either 12/31 of the year of retirement for a 9-month faculty member retiring after the fall semester or 6/30 of the year of retirement for a 9-month faculty member retiring after the spring semester.

Length of Phased Retirement in years **(max of 2 years):** _____

Expected Last Day of Work:

Month: _____ *Day:* _____ *Year:* _____

Percentage of time to be worked (range must be between 50-65%):

First Year: ☐ Second Year: 50%

If a one-year agreement or less, the appointment must be at 50% with no incentive.

Faculty or Staff Member Signature: _____ Date: _____

Dept Use Only:

Salary Incentive for Year 1: ☐ **No** ☐ **Yes** _____ %

(up to 10% salary incentive)

APPROVED BY:

Departmental Executive Officer

Signature: _____ Print Name: _____ Date: _____

Dean/Major Administrative Officer

Signature: _____ Print Name: _____ Date: _____

After necessary approval, this form should be forwarded to the University Benefits Office (benefits@uiowa.edu) for all Faculty and Staff requests. University administration will draft a Phased Retirement Agreement consistent with applicable law and policies. Only after the contract is finalized and fully executed by all parties will the employee be eligible to enter the Phased Retirement Program. |*form revised 11.16.18*| © *University of Iowa, 2019*