PHASED RETIREMENT REQUEST FORM

Program Details:

Completing this form is the first step in requesting to participate in the Board of Regents Phased Retirement Program.

Eligibility: Employee is 57+ years old and has 15 continuous years of service.

% of Time: Must be between 50-65%. Last year of phased will be 50%.

Salary Incentive: No incentive if the phased period is one year or less.

Length of Phase: Up to a 3-year maximum period.

Employee Information:

Employee Name: Employee ID: Date of Birth:

Department: Continuous Years of Service: Phone #:

Request Details:

Length of Phased Retirement in Years (max of 3 years):

Start and End dates of Phased Period:

FY Fac and Staff - start and end dates must be on a traditional workweek day, Monday through Friday, and a non-university holiday. The phased period must not exceed three years (1,096 days, including your last day, worked).

9-month faculty must begin phased **three working days before a semester begins** (i.e., Fall '22 classes start 8/22/22, AY Fac will use 8/17/22 start date). Member will use 12/31 or 6/30 as the end date because employment & benefits continue to those dates.

Starting Date of Phased: End Date of Phased:

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

The last year in your phased period will always be 50% time, or if a one-year agreement, the appointment must be at 50% with **no** incentive.

Year One: Year Two: Year Three: 50%

Faculty or Staff Member Signature: Date:

Department Use Only

⚠️ **DEPT. MUST COMPLETE**

Salary Incentive Approved: **% for Year 1**   **% for Year 2**
                                                              (If applicable)

APPROVED BY:

Departmental Executive Officer (DEO)

Dean/Major Administrative Officer

After receiving the necessary signatures, the completed form should be emailed to benefits@uiowa.edu. University Benefits will review the request and create a phased retirement agreement to be sent out to all parties through DocuSign for complete execution. (rev. 6.22.22)