

Process for Senior Scholar Status

In addition to notifying the Dean and Associate Vice-President Research of their election to have Senior Scholar status, faculty members are asked to indicate such election in the appropriate space in one of the two following documents to be submitted to Faculty Relations (one for faculty members planning on early retirement and the other for faculty members planning to retire on their normal retirement date or later).

Normal Retirement

NORMAL RETIREMENT INFORMATION (YUFA)

PLEASE COMPLETE AND RETURN TO: **Employee Relations, Suite C12, E.O.B**

EMPLOYEE #: _____ NAME: _____

CAMPUS ADDRESS: _____

CAMPUS TEL. NO: _____

HOME ADDRESS: _____

HOME TEL. NO: _____

PLEASE INDICATE IF YOU WOULD LIKE TO HOLD ***SENIOR SCHOLAR*** STATUS.

YES ☐ NO ☐ EFFECTIVE DATE: _____

Signature of Retiree

Rev. 01/21/2009
/IA

Early Retirement

EARLY RETIREMENT INFORMATION (YUFA)

PLEASE COMPLETE AND RETURN TO: **Employee Relations, Suite C12, E.O.B**

EMPLOYEE #: _____ NAME: _____

CAMPUS ADDRESS: _____

HOME ADDRESS: _____

CAMPUS TEL. NO: _____ HOME TEL. NO: _____

TOTAL RETIRING ALLOWANCE: _____

R.R.S.P. Information:

Subject to Canada Revenue Agency (CRA) regulations some or all your retiring allowance can be deposited into an R.R.S.P account in a financial institution. If it is your wish to pursue this option, please provide the following information:

DEPOSIT DATE: _____ AMOUNT: _____

BANK INSTITUTION: _____

BANK ADDRESS: _____

RRSP ACCOUNT #: _____

The remaining portion of the retiring allowance that is not deposited into an RRSP account will be paid out to you via direct deposit into your current payroll deposit account on the 25th of the month. The schedule of payment will be at your discretion but limited to two (2) annual installments. In the space below please indicate your preferred payment schedule:

BALANCE OF PAYMENTS – SCHEDULE

DATE: _____ AMOUNT: _____

If there is any change in your banking arrangements, please notify our office immediately.

PLEASE INDICATE IF YOU WOULD LIKE TO HOLD **SENIOR SCHOLAR** STATUS.

YES ☐ NO ☐ EFFECTIVE DATE: _____

Signature of Retiree