

GVSU PHASED RETIREMENT REQUEST (FULL-TIME EAP)

Name: _____

G Number: _____

Title: _____

Department and/or College: _____

Requested start date of phased retirement: _____

Requested official retirement date: _____

IMPORTANT

Submit at least
2 months
prior to proposed
start of phased
retirement.

PROCESS

- Step 1:** Employee discusses phased retirement with direct supervisor.
- Step 2:** Employee creates detailed workload plan for review including approval from supervisor, and attaches it to this request.
 - Detailed workload plan representative of the requested FTE appointment.
- Approved by supervisor: _____
- Step 3:** Supervisor forwards request and workload plan to the Appointing Officer for review and approval.
- Approved by Appointing Officer: _____
- Step 4:** The Appointing Officer will forward the request form and workload plan to the appropriate HR representative who will create the official phased retirement agreement.
- Step 5:** The appropriate HR representative acquires final approval and signatures of official phased retirement agreement.
- Step 6:** The appropriate HR representative forwards the completed phased agreement to:
 - HR Administration (original)
 - Employee (copy)
 - Benefits (copy)
 - Employee's department (copy)
 - Budget Office (copy)
 - Appointing Officer (copy)
- Step 7:** HR Administration will confirm processing is complete with the appropriate HR representative.