

# GVSU PHASED RETIREMENT REQUEST (FULL-TIME EAP)

Name: \_\_\_\_\_

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:

- |   |   |
|---|---|
| <input type="checkbox"/> HR Administration (original) | <input type="checkbox"/> Employee (copy)              |
| <input type="checkbox"/> Benefits (copy)              | <input type="checkbox"/> Employee's department (copy) |
| <input type="checkbox"/> Budget Office (copy)         | <input type="checkbox"/> Appointing Officer (copy)    |

- Step 7:** HR Administration will confirm processing is complete with the appropriate HR representative.