



## Application For Phase-In Retirement

This application constitutes a notice of intent to request phase in retirement. Applications are due to Human Resources by February 1.

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Retirement Plan: \_\_\_\_\_ Date of application: \_\_\_\_\_  
 RPA  
 PERS

1. Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

2. Address: \_\_\_\_\_  
City State Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

3. Birth Date: \_\_\_\_\_ Age at intended retirement date: \_\_\_\_\_

4. Intended date of retirement: \_\_\_\_\_

5. Department and location: \_\_\_\_\_

6. Date first employed by Nevada System of Higher Education (NSHE): \_\_\_\_\_

7. Total estimated years of service with NSHE at retirement date: \_\_\_\_\_

8. Have you had any breaks during your NSHE employment, any periods of unpaid leave, or, in the last five years, have you worked less than full-time?

Yes  No

If yes, indicate circumstances and dates \_\_\_\_\_

9. Under the Retirement Phase-In Program, I hereby request the following:

Start of Phase-In: \_\_\_\_\_ End of Phase-In: \_\_\_\_\_

10. Work schedule during the phase-in retirement period should be discussed in advance with your supervisor. If departmental or instructional needs change, the work schedule may be adjusted within the same full-time equivalency (FTE) parameters. FTE may be between 50% and 80% and may vary throughout the Phase-in Retirement period. I request the following work schedule:

	<b>Work Schedule</b>	<b>FTE</b>
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		

I hereby certify that the information given is correct and that I qualify under the eligibility provisions of the plan. I understand that this is an application only and not a contract.

The following signatures indicate endorsement of the application, but do not constitute a contract.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Provost/Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

Employee \_\_\_\_ does \_\_\_\_ does not meet eligibility requirements for phase-in retirement.

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_