

# Retirement Policy

## Policy

The normal retirement date is the end of the month following the employee's 65th birthday.

In addition, a number of other options are available including early retirement, retirement parttime appointment, stepped retirement, and postponed retirement.

While mandatory retirement has been eliminated, the University will continue to use the normal retirement dates described above as benchmark dates for retirement and benefit planning purposes.

## Procedures

Employees should notify Pension Services at least four months prior to their anticipated retirement date.

Written notice to their department should follow the terms of their collective agreement, if applicable.

Retirement documentation is sent out approximately two months prior to the employee's retirement date and is due back to Pension Services one month before the retirement date.

## Pre-Retirement Part-Time Appointment

In the case of a general staff member who holds a continuing full appointment and who is aged 60 or over, an employee may request a pre-retirement part-time appointment. This reduced period of responsibility