

University of Central Florida
Request for participation in the Phased Retirement Program (PRP)

This form serves as written notice of _____'s decision to participate in the Phased Retirement Program (PRP). By choosing to participate in the program, the employee must retire with an effective date not later than 180 days, nor less than ninety (90) days after this notice is submitted to his/her direct supervisor. If the end of the 180-day period falls within a semester, the period may be extended to no later than the beginning of the subsequent term (semester or summer, as appropriate). Below are the steps for requesting to participate in the PRP.

- 1) Read Article 24.6 of the most recent [UCF BOT-UFF Collective Bargaining Agreement \(CBA\)](#).
- 2) If you do not see any reason that would disqualify you from participating in this program, proceed with contacting UCF Human Resources, Benefits Section, to confirm your eligibility.
- 3) Upon confirmation of eligibility for the PRP, make an appointment to meet with a representative from Benefits to complete all of the required documents and steps necessary in order to retire from the university.
- 4) Fill out this form, outline an agreed-upon work schedule for the duration of the phased retirement period, and obtain the required signatures.
- 5) Officially retire and remain off of the State or University payroll for six full calendar months following the effective date* of retirement. (*The effective date of retirement for employees in the Optional Retirement Program (ORP) begins when her or his investment company processes their retirement distribution.) Participants MUST comply with the re-employment limitations that apply to the second through twelfth month of retirement.
- 6) If you should decide to decline an offer of re-employment, Article 24.6(b)(6)(a-c) outlines the procedure for giving appropriate notice.

Employee name: _____ Employee ID: _____ DOB: _____ Years of Service _____

Effective date of retirement: _____ Hire Date: _____ College/Department: _____

Workload During Phased Retirement

<u>Year</u> (Circle one semester)	<u>FTE</u>	<u>Year</u> (Circle one semester)	<u>FTE</u>	<u>Average 12-month FTE</u>
Fall/ Spring _____ (Circle one)	_____	Spring/Fall _____ (Circle one)	_____	$0.50 \leq \text{Avg. FTE} \leq 0.75$
Fall/ Spring _____	_____	Spring/Fall _____	_____	$0.50 \leq \text{Avg. FTE} \leq 0.75$
Fall/ Spring _____	_____	Spring/Fall _____	_____	$0.50 \leq \text{Avg. FTE} \leq 0.75$
Fall/ Spring _____	_____	Spring/Fall _____	_____	$0.50 \leq \text{Avg. FTE} \leq 0.75$

Fall/ Spring _____	_____	Spring/Fall _____	_____	Avg. FTE = 0.50

Signatures - The undersigned agree to abide by the terms of this agreement.

Employee Signature & Date: _____

Supervisor Signature & Date: _____

Dean Signature & Date: _____

Provost/designee signature & Date: _____

Cc: PRP participant
 Chair/Supervisor
 Personnel file
 Human Resources