



**Phased Retirement Program Application
Administrative Employees**

A. APPLICANT: _____ DATE: _____

APPLICANT DEPARTMENT: _____

B. PROPOSED HALF-TIME SCHEDULE: ___ Full-time for six (6) months
 ___ Half-time for twelve (12) months

C. SUPERVISOR RECOMMENDATION SIGNATURE: _____
 ___ APPROVAL DATE: _____
 ___ DENIAL

If denial is recommended, briefly state reasons:

D. AREA VP ACTION SIGNATURE: _____
 ___ APPROVAL DATE: _____
 ___ DENIAL

If denial is indicated, briefly state reasons:

E. PRESIDENT ACTION SIGNATURE: _____
 ___ APPROVAL DATE: _____
 ___ DENIAL

APPLICATION PROCEDURES

The Antioch University Phased Retirement Program (the “Program”) is designed to provide an opportunity for administrative/ administrative associate staff to make an orderly transition to retirement through half-time (or equivalent) service. The goals of the program are to promote succession planning in order to assure institutional viability and to provide additional flexibility to participants who are nearing retirement. Specific details of the Program are specified in the *Antioch University Phased Retirement Program* document (approved by the Board of Governors in February 2011).

An application must be made using the *AUNE Phased Retirement Program Application Form* during the application period of January 1 through February 15 in order to begin participating in the program at the start of the next academic year. The application is subject to the approval of the area vice president, with final approval by the president. Procedures for consideration of an application will be as follows.

1. The administrative/administrative associate staff submits the application (*AUNE Phased Retirement Program Application Form*) to their supervisor during the application period. Within seven (7) days of receipt of the application, the supervisor forwards the application to the area vice president having completed section C recommending either approval or denial, with stated reasons for the recommendation. At the time the application is forwarded to the VP, the supervisor notifies the applicant of the recommendation made.
2. Within seven (7) days of receipt, the vice president reviews the application and indicates either approval or denial in section D, with stated reasons for the decision. At the end of this seven days period the VP informs the applicant of her/his decision and forwards the application to the president.
3. If the vice president approves the application, it is subject to final approval by the president. The president must notify the applicant of his/her decision within seven (7) days of receipt of the application. In the case in which the VP denies the application, that denial is final.
4. If the application to enter the Phased Retirement Program is approved by the president, a written “work plan,” which defines the nature of the administrative/administrative associate staff half-time work load, must be developed and agreed to by the supervisor and vice president within 14 days of the president’s approval. This work plan must be specified on the *AUNE Phased Retirement Work Plan Form*.
5. Once the application is approved by the president and a “work plan,” is agreed to, the final decision to enter or not enter the program rests with the administrative/administrative associate staff member. The final decision to enter the program is made by signing the *Antioch University Phased Retirement Agreement*. It must be signed within 30 days of the date on which the work plan is signed by the applicant and the VP or the campus president has the right to cancel the agreement.