

PHASED RETIREMENT PROGRAM APPLICATION

Employee Name		Date	
Employee ID		Retirement Date	
College		Anticipated Length of Continued Activity	
Department			

DESCRIPTION OF DUTIES AND RESPONSIBILITIES FOR CURRENT POSITION

Current Duties

Current Responsibilities

DESCRIPTION OF DUTIES AND RESPONSIBILITIES FOR PROPOSED POSITION

Proposed Duties

Proposed Responsibilities

APPLICATION APPROVALS

Employee Signature:

Immediate Supervisor Signature:

Dean/Vice President Signature:

Human Resources Signature:

Vice President Finance & Administration/CFO Signature:

Senior Vice President & Provost Signature: