

Queen's University and Queen's University Faculty Association Voluntary Phased Retirement Program (VPRP) Application Form Process & Guidelines

Members interested in the Voluntary Phased Retirement Program (VPRP) are advised to:

- *Review their pension options online via [Pension Self Service](#). Contact Pensions Services at hrpension@queensu.ca if you have further questions.*
- *Review retirement and supplemental payment options with their financial advisors.*
- *Contact QUFA for assistance in understanding how the VPRP works.*

Approval Process for Voluntary Phased Retirement Program

- 1) Member completes sections 1 – 4 of the VPRP Notice of Intention to Participate (“the VPRP Application Form” or “application form”) and provides an Academic Leave proposal (if applicable). The fillable form can be found [here](#).
- 2) Member sends the application form (with the academic leave proposal attached, if applicable) to their Unit Head **by July 1**. Note: In non-departmentalized faculties, the Unit Head is the Dean. In the Library, it is the University Librarian.
- 3) The Provost Office will contact the Faculty Offices to confirm with Department Heads (if applicable) who has submitted the VPRP form by the July 1 deadline, and a spreadsheet listing the applicants will be provided to Academic Compensation for confirmation of eligibility for those who have applied.
- 4) Unit Head (in consultation with Member) completes sections 5, 6 and 7 of the VPRP Application Form and includes written confirmation of space and support considerations to the Member (see section 7 of the application form)
- 5) Unit Head returns application form to the Member **by August 15** directing them to read it carefully, and to sign and date it at section 8
- 6) Member signs the application form to confirm their agreement (section 8) and returns it to the Unit Head for signature
- 7) Unit Head signs the application form (section 9) and sends it (with supporting documentation) **by September 1** to the Dean's Office for signature
- 8) Dean's Office/Faculty Staffing Officer verifies the information provided on the form and completes the checklist and VPRP Faculty Spreadsheet
- 9) Dean/University Librarian (as applicable) may either accept the Member's plan to participate or defer it. If accepting, the Dean/University Librarian shall sign and date the application form (section 9) and send the complete package, including the VPRP application form, any supporting documentation and a draft letter from the Provost, to the Provost Office at provost@queensu.ca **by September 30**
- 10) Academic Compensation will compile the terms of all applications in support of the Provost's review and sign-off of the VPRP Application Forms.

- 11) **By October 15**, the Provost Office provides a final copy of the approved application form and a letter confirming participation in the program to the Faculty Office, who will forward to the Member and relevant copies (Department Head, HR/Pensions, Academic Compensation and QUFA). **The Provost's approval signifies acceptance by the University, rendering the Member's decision to proceed irrevocable (section 7).**
- 12) For our HR/payroll systems, the goal is to have the full 3-yr plan captured prior to the start of the PRP. The Faculty Office should provide Academic Compensation with the **initial** phased retirement start datasheet; Academic Compensation will effective date job records for the full 3-yr plan. Upon submission of the datasheet, the Faculty Office must also verify all academic leave pay rates (e.g. 85%) and employee options for averaged pay when applicable.
- 13) Academic Compensation will provide annually a list of new enrollments in the plan for verification of PeopleSoft records and maintenance of pension and benefit records.
- 14) Academic Compensation representing the Provost Office will initiate the appropriate supplement payments for faculty participating in the VPRP

Application Form Guidelines & Instructions

Follow the submission instructions carefully. Any supporting documents must be attached to the application form and submitted for signature to the appropriate Unit Head, Dean/University Librarian (as applicable), and the Provost and Vice-Principal (Academic).

The deadline to submit this application form and give notice of intention to participate in this program commencing July 1st of any year, is the previous July 1st (i.e. to enter the VPRP on July 1, 2022, this form MUST be submitted to your Unit Head by July 1, 2021).

Eligibility:

Participants	Criteria
Faculty Members, Librarians and Archivists	<p>a) will have, as of their proposed Phased Retirement Period commencement date, at least ten years of continuous service with the University with an FTE appointment of at least 75% in each of the ten years; and</p> <p>(b) holds a tenured/continuing appointment with an FTE of 75% or more on the date of application to participate in the Program; and</p> <p>(c) will have attained the age of 62 on their proposed Phased Retirement Period commencement date, subject to the restrictions below.</p>
Continuing Adjunct Faculty	<p>(a) will have, as of their proposed Phased Retirement Period commencement date, at least ten academic years of continuous service with the University with an FTE appointment of at least 50% in each of the ten years; and</p> <p>(b) holds a continuing adjunct appointment with an FTE of 50% or more on the date of application to participate in the Program; and</p> <p>(c) will have attained the age of 62 on their proposed Phased Retirement Period commencement date, subject to the restrictions below.</p>

Restrictions:

Participation in the Program is available until three years before the latest pension commencement date required under the Income Tax Regulations governing registered pension plans (currently age 71) or in simple terms, until the year the applicant turns age 67 with the three-year phased period beginning in the year the applicant turns age 68, and completes the year applicant turns age 71.

A Faculty Member, Librarian or Archivist who is totally and permanently disabled on their proposed Phased Retirement Period commencement date is not eligible to participate in the Program.

Participation in the Program by a Faculty Member, Librarian or Archivist who meets the criteria above and will not have yet attained their Normal Retirement Date under the University Pension Plan (UPP) (currently age 65) at the time of their proposed Phased Retirement Period commencement date is subject to the approval of the Provost and Vice-Principal (Academic). Based on Unit requirements, the commencement of the VPRP could be delayed by one year. Participation in the Program will not be denied in the following year if a Member submits a notice of intention to participate and meets all eligibility criteria listed above.

Members who meet the criteria above and have already attained their Normal Retirement Age cannot have their PRP commencement date delayed.

Section 1: Personnel Information (please use the form found [here](#))

This section must be completed by the member. Be sure to complete ALL fields on this application as it applies to you.

Section 2: Notice of Intention to Participate in the Voluntary Phased Retirement Program

Provide the starting year and ending year of your proposed VPRP here. The starting date has to be for the following year and start on July 1st. The ending date will be on June 30th three years after the starting date.

Section 3: Voluntary Phased Retirement Supplement Option

The VPRP retirement supplement can be received in three (3) different ways. The Faculty Member, Librarian or Archivist must select **ONE** (1) option. Your financial advisor may be able to assist you with the best option for your personal financial circumstances.

Section 4: Application for Academic Leave during Phased Retirement

The Faculty Member, Librarian or Archivist who wishes to take an earned Academic Leave during their VPRP must apply at the time of giving their notice of intention to participate in the VPRP for planning purposes. In this section, the Member must choose **ONE (1)** of the Academic Leave options and fill out the respective dates.

If the member wishes to apply for an Academic Leave, a copy of their research leave proposal and Application for Academic Leave needs to be attached to this form and submitted to their Unit Head. The Unit Head's signature on this form indicates approval of any Academic Leave to be taken during the Phased Retirement Period.

Section 5: Allocation of Duties

This section of the form is to be completed by the Unit Head in consultation with the Faculty Member, Librarian or Archivist.

In all cases, the proposed plan of work must be feasible and compatible with Unit interests and should address the full range of pre-VPRP duties.

You must continue to perform the FULL range of responsibilities (e.g. teaching, professional practice, service and research) of your appointment in EACH of the three years of the Program. Such contributions shall be proportionate to the Participant's percentage appointment. For example: A Member with a normal workload distribution of 40% Teaching, 40% Research and 20% Service, who has a workload of 50% in an Academic Year, would, if their participation in the Program is approved, have a workload distribution of 20% Teaching, 20% Research and 10% Service.

Academic Leave replaces and counts as the participant's teaching and services duties for the corresponding timeframe. A 12-month Academic Leave should be reflected as 40% Teaching, 40% Research and 20% Service, and a 6-month Academic Leave should be reflected as 20% Teaching, 20% Research and 10% Service. Please record the Academic Leave in the "specify teaching and service commitment" section.

Minimum workload requirements are calculated based on appointment type and Unit teaching requirements.

Tenured Faculty Members and Continuing Librarians and Archivists must reduce their workload during the three-year period by at least one third and up to one half of a 100% FTE.

- If you have a full appointment (100%), over three years, you would normally work 300%. Under the VPRP, your workload will be between 150% to 200% over the three years of the Phased Retirement period.
- Academic Leaves count for 100% workload for the period of the leave. A 12-month leave counts as 100% workload; a six-month leave counts as 50% workload regardless of the level of salary received (e.g. 85% salary rate does not reduce workload count).

This calculation applies to full responsibility members with a reduced workload. For example, a Member with a 75% FTE, which normally would have worked 225% over three years, must reduce this to 150-200% workload over the three years of the Phased Retirement period (not 112.5-150%).

Continuing Adjuncts must reduce their FTE workload by between one third and one half. For example, a Continuing Adjunct with a 50% FTE, would normally work 150% FTE over three years; under the VPRP, they would have a workload of between 75% to 100% FTE over the three years of the Phased Retirement Period.

Section 6: Consistency with Academic Goals and Objectives

This section is to be completed by the Unit Head. The purpose is to describe how the proposal being recommended for the phased retirement period is compatible with the interests of the Unit or the service obligations of the Library/Archives.

Section 7: Space and Support Considerations

This section is to be completed by the Unit Head. The purpose is to confirm that any issues of feasibility based on departmental resources including office space, laboratory space and other support over the duration of the phased retirement period has been discussed with the applicant and that this has been clearly specified in writing. A copy of a letter/email from the Unit Head to the applicant must be included.

Section 8 and 9: Signatures and Approvals

Do not leave this section until the application deadline, as it can take some time to obtain these signatures.

Failure to complete all sections of this application, could cause delay in processing your application.