



Voluntary Retirement Plan for Faculty, Librarians and Archivists

Notice of Application to Participate

A signed and dated Notice of Application to Participate in the Voluntary Retirement Plan (VRP) must be submitted to your Dean (for faculty Applicants) or the Vice-Provost and University Librarian (for librarian and archivist Applicants) **no later than 4:30 pm on Monday, June 17, 2024. No applications will be accepted after the deadline.**

Section 1: Applicant Information*

**Please note that the applicant information will be reviewed by the University for accuracy and to confirm your eligibility to participate in the VPR. The names of members whose application to participate is approved by the University will be shared with QUFA.*

Name:	
Employee number:	
Faculty or Library:	
Department/School (if applicable):	
Date of birth:	
Total service at Queen's (if known):	

Section 2: Notice of Application to Participate

Enter your preferred voluntary retirement date, December 31, 2024 or May 31, 2025. If this date is not compatible with operational and academic priorities, please indicate whether you would like to be considered for the alternate retirement date. **Submission of an application is not a guarantee of its approval.**

I have read the VRP Terms and Conditions and the FAQs, and wish to participate in the Voluntary Retirement Plan, with an effective retirement date of **(select one)**:

	December 31, 2024 OR
	May 31, 2025

If my preferred retirement date is not compatible with academic and operational priorities, I wish to be considered for the alternate retirement date.

Section 3: Retirement Incentive Payment Option

Applicants whose participation in the VRP is approved will be eligible to receive a Retirement Incentive Benefit payment equivalent to one (1) year of their Regular Salary. Please indicate how you would like to receive your Retirement Incentive Benefit payment.

If approved for the VRP, I would like to receive my Retirement Incentive Benefit as:

	A single lump sum payment on the date of my retirement
	OR
	Two (2) lump sum payments, including one (1) on the date of my retirement and one on January 31 of the year following the year of my retirement.

Section 4: Signature of Faculty member, Librarian, or Archivist, and Irrevocability

I have read, understand, and agree to the Terms and Conditions of the Queen's Voluntary Retirement Plan. **I understand that if my application to participate is accepted by the University, my decision to retire on the date specified in Section 2 above will be irrevocable.** I further understand that I have been afforded sufficient opportunity to seek and obtain advice from my bargaining agent, the Queen's University Faculty Association (QUFA), in connection with my decision to participate in the VRP.

Applicant's signature:

Date: