



# Notification of Retirement Full-time Employees

Employee Name \_\_\_\_\_ ID Number @ \_\_\_\_\_

Department from which you are retiring \_\_\_\_\_

I plan to work at FIT on a part-time basis after I retire: YES  NO

## Completion Instructions

1. Complete Section I or Section II, sign and date Section III. **Section IV is for full-time faculty only.**
2. Have your "supervisor" (department head/department chairperson/Dean) sign and date Section III.
3. Make a copy for your records and provide one copy to your supervisor.
4. Return the completed form to: [luminita\\_ganshaw@fitnyc.edu](mailto:luminita_ganshaw@fitnyc.edu) (scan/email) or Luminita Ganshaw, Office of Human Resources, 333 7<sup>th</sup> Ave., 16<sup>th</sup> Fl.

## Section I: Regular Retirement (with Terminal Sick Bank Payout)

I am voluntarily retiring (complete either A or B):

### A. Staff, Non-Classroom Faculty, Classroom Assistants, or Administrative Employees

I will retire on \_\_\_\_/\_\_\_\_/\_\_\_\_ and will receive a lump-sum payment of my unused, accrued sick days (to the allowable amount) and other accrued leave time, as applicable, upon retiring.

B. **Classroom Faculty:** I will retire after the: Spring semester \_\_\_\_\_ (Year) Fall semester \_\_\_\_\_ (Year)

and will receive a lump-sum payment of my unused, accrued sick days (to the allowable amount) upon retiring.

## Section II: Request for Travia Leave\* Followed by Retirement

I will take Travia Leave and then voluntarily retire (complete either A or B):

### A. Staff, Non-Classroom Faculty, Classroom Assistants, or Administrative Employees

My last day of work will be \_\_\_\_/\_\_\_\_/\_\_\_\_. In lieu of receiving a lump-sum payment of my accrued unused sick days upon retirement, I will use my accrued unused sick days, to the allowable amount, in the form of Travia Leave\* which will begin on \_\_\_\_/\_\_\_\_/\_\_\_\_. I will receive other unused, accrued leave time, as applicable, upon retiring.

B. **Classroom Faculty** My last teaching semester will be: Spring \_\_\_\_\_ (Year) Fall \_\_\_\_\_ (Year)

In lieu of receiving a lump-sum payment of accrued unused sick days upon retirement (to the allowable amount), I will use my accrued unused sick days in the form of Travia Leave\*.

C. **Note about rescinding a retirement request while on Travia Leave:** Upon request, retirement can be rescinded during a Travia Leave period, allowing an employee to return to their full-time position. The request must be made prior to the Travia Leave end date (by email or otherwise in writing). An employee who rescinds must remain on Travia Leave, using all accrued sick days available for the leave. Although sick time will begin to accrue upon return to the full-time position, the future right to request Travia leave or a terminal sick bank payout will be forfeited. Full-time faculty are paid per semester worked; those on Travia Leave who rescind retirement and request a return to their full-time position may experience an unpaid period after the Travia Leave period ends and the new semester begins. Please ask for additional details in order to understand how this may impact you.

## Section III: Required Signatures

Employee (sign) \_\_\_\_\_ Date \_\_\_\_\_

Chairperson/Department Head/Dean (sign) \_\_\_\_\_ Date \_\_\_\_\_

Chairperson/Department Head/Dean (Print Name) \_\_\_\_\_

Optional: Vice President Signature for Knowledge Transfer Upon Retirement \_\_\_\_\_

## Section IV: Full-time Classroom Faculty Only

1. Select one:  I was a Fall semester full-time hire  I was a Spring semester full-time hire
2. Select one:  I owe the college time  The college owes me time  No time owed