

APPLICATION FOR RETIREMENT LEAVE OF ABSENCE (TRAVIA LEAVE)

Part A. Applicant

Name _____ S.S. No. _____ Birth Date _____

Department _____ Rank or Title _____

Mailing Address _____
Number and Street, City, State, Zip Code

Retirement System: TRS _____ TIAA _____ ERS _____ Retirement System No _____

I intend to retire effective _____ and hereby apply for a retirement leave of absence for the period
_____ through _____ .

I UNDERSTAND THAT:

1. Any temporary disability days taken before the start of the retirement leave may reduce the length of the leave.
2. If I am a member of the teaching instructional staff, and the retirement leave ends June 30th, salary will continue through August 31st.
3. If I am a member of the non-teaching instructional staff, any annual leave days I have accumulated must be taken before my retirement. (Specific dates for annual leave and retirement leave should be negotiated through the Office of Human Resource Services).
4. If otherwise eligible, I may apply for Social Security at the start of my Travia Leave.
5. This application is for Retirement Leave only. I must make a separate application directly to my retirement system in order to obtain pension benefits.

Retirees can elect to obtain a Retiree Email Account at the time of retirement. If you elect to have an email account, you will be required to comply with the University's policies and procedures regarding electronic communications. A copy of the policy will be sent to you with your retirement packet. Please indicate below whether you wish to obtain an email account.

_____ Yes, I would like to obtain a York College Retiree Email Account.

_____ No, I decline.

Part B. Chairperson or Unit Head

I am aware of the proposed retirement leave of absence. I will report promptly to the Executive Director of Human Resource Services any temporary disability days taken before the beginning date of the leave.

Signature _____ Date _____
Department Chairperson or Unit Head

Part C. To be completed by the Office of Human Resource Services.

Retirement Leave with full pay from _____ through _____ If applicable
Last day on payroll: end of business _____ Plus Annual
Leave July & August

Signature for Human Resource Director _____ Date _____

Revised: 1/10/14