



## EARLY RETIREMENT INCENTIVE PLAN REQUEST FORM

### To be completed by Employee Requesting Consideration for Early Retirement Incentive Plan Payout:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Today's Date: \_\_\_\_\_ Requested Retirement Date: \_\_\_\_\_  
Employee Signature \_\_\_\_\_

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### To be completed by Human Resources:

Date Received by Human Resources: Enter a date.  
Position ID: Enter Employee Position ID  
Current Employee Status:  FT  PT Employee FT Date of Hire: Enter DOH  
Initial eligibility date (or July 1, 2017, whichever is later): Enter a date  
Years of FT Service on Eligibility Date: Enter # Years  
Employee Date of Birth: Enter DOB Age at Date of Eligibility: Enter age  
ERIP Payout on Date of Eligibility: Enter ERP Payout Amount

\_\_\_\_\_  
HR Initials Date

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### To be completed by Provost/appropriate Vice President:

Employee Request:  Approved  Denied  
Comments: Enter comments

\_\_\_\_\_  
Signature Title Date

- Return to Human Resources for payout calculation and letter to employee
  - Notify employee if request denied
  - After discussion with employee, the Provost/appropriate Vice President submits request for exception to President.
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### To be completed by President:

Request for exception:  Approved  Denied  
Comments: Enter comments

\_\_\_\_\_  
Signature of President Date

- Notify employee of exception request decision