



Human Resources Division

Retirement Application

HR Office use
only

Before completing this form please ensure you have read:

- [Retiring from Otago](#)

- [The University's Retirement Planning Guidelines](#)

You may also wish to contact the [Advisor - Superannuation & Staff Benefits](#)

Applicant Details

Employee Name		Employee No	
Position Title		Retirement Date	
Department		School/Division	

If you are applying for phased retirement, please complete the section below, otherwise continue to the *Applicant Signature* section

Phased Retirement Plan (Applicant to complete)

Start date	End date	Proposed FTE/hours	Justification (Please describe the benefit to the University and how the impact on the department can be managed)

Applicant signature

Final retirement date:			
Signature:		Date:	

- Your HoD/Manager will complete the remainder of the form. The Divisional Head has final approval.
- You will be notified of the outcome of this application by letter.

Phased Retirement Plan (Head of Department or Manager to complete)

Impact on Department (please provide a comment on the implications for the role, the staff member's workload, and any associated impact on the Department)

Signature of Manager/HoD (Endorsement)		Date:
Signature of Dean of School/ Director of Operations (Endorsement)		Date:
Divisional Approval		
Divisional Head Signature (Approval)		Date:

Once approved, please forward the form to HR Services, Human Resources Shared Services.
Or scan and email to: hrservices@otago.ac.nz