

NEVADA SYSTEM OF HIGHER EDUCATION

Application for Phase in Retirement

PREFACE

This application constitutes a notice of intent to request phase in retirement

		Date of Application:		
NAME:		Employee ID Number:		
Home Phone:		Work Phone:		
Date of Birth:		Age at intended retirement date:		
Date of Hire:		Total Years of Service at retirement date:		
Department:				
Have you had any breaks during your employment at NSHE?		YES	NO	DATES:
Have you had any periods of unpaid leave?		YES	NO	DATES:
In the last 5 years, have you worked less than full time?		YES	NO	DATES:

PHASE IN RETIREMENT

Start Date of Phase In:		End Date of Phase In:		
WORK SCHEDULE			FTE	
YEAR 1				
YEAR 2				
YEAR 3				
YEAR 4				
YEAR 5				

I hereby certify that the information given is correct and that I qualify under the eligibility provisions of the plan. I understand that this is an application only and not a contract.

EMPLOYEE SIGNATURE

DATE

The following signatures indicate endorsement of the application, but do not constitute a contract:

SUPERVISOR/CHAIRPERSON

DATE

DEAN

DATE

Forward completed application to Human Resources. Human Resources will determine eligibility and forward to Provost/Vice President for final recommendation to the President.

NOTE: Phase in Applications are due to Human Resources by February 1.

Employee meets eligibility requirements for Phase In:

HUMAN RESOURCES

DATE

APPROVED:

PROVOST/VICE PRESIDENT

DATE