

Voluntary Phased Retirement Program  
Notice of Intention to Participate

A signed Notice of Intention to Participate in the Voluntary Phased Retirement Program (VPRP) must be submitted to your Dean (through the Department Head in a departmentalized faculty) or the University Librarian (for Librarians and Archivists) at least one year in advance of the proposed commencement date (which shall be July 1).

Once you have completed YOUR information, print this form, attach any necessary documents, and have the form signed by the appropriate Dean or University Librarian (as applicable), and the Provost and Principal Academic.

1. Personnel Information

Name (First / Last)	
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Employee No



## 5. Allocation of Duties

(To be completed by the Unit Head in consultation with the Faculty Member, Librarian or Archivist)

A full range of normal part-time PRP duties are to be undertaken proportionate to the percentage appointment.  
Please indicate agreed percentage allocation of duties

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