

Notice of Intent to Retire (Excluding Faculty and Librarians)

There is a defined process that you need to follow to retire from the University of Toronto. This form should be used if you intend to retire any time on or after June 30th following your 55th birthday. You must give your manager/department head written notice of your intention to retire at least 3 to 4 months before your retirement date. Here are some important things to be aware of when submitting your notice:

- Once your notice is accepted it is irrevocable.
- Retirement normally occurs at the end of the month.
- If insufficient notice is received, or pension option documents are not returned on time, your first pension payment may be delayed but will be paid retroactive to your retirement date.

Step 1: Add your personal information

Your Name: _____ Personnel # _____

Date of Birth (yyyy/mm/dd) _____

Faculty/Dept/Division _____

Step 2: Confirm your marital status and spousal information based on definition of spouse

“Spouse” means a person who is:

- a) legally married to the Member, and is not living separate and apart from the Member; or
- b) is not legally married to the Member but who has been living with the Member in a conjugal relationship continuously for a period of at least three (3) years, and is not living separate and apart from the Member; or
- c) is not legally married to the Member but who is living with the Member in a conjugal relationship of some permanence and who, together with the Member, are the natural or adoptive parents of a child, both as defined in the Family Law Act (Ontario), and is not living separate and apart from the Member.

Your pension options are based on your marital status and the current spousal data on file.

Marital Status(select one): Single Married Common Law Separated Divorced Widowed

Current Spouse Name(if applicable): _____

Current Spouse DOB (yyyy/mm/dd) _____

Step 3: Confirm the date you wish to retire

Retirement Date (yyyy/mm/dd) _____ (Normally the last day of the month. E.g. 2019/06/30)

Step 4: Circle one of the options to confirm if you want to be invited to the upcoming retirement party in the Spring

Yes No

Step 5: Update your personal contact information

Personal Email: _____

Home Address: _____

Step 6: Sign and date to confirm your intent to retire

Your Signature: _____ Date: _____

Step 7: Submit request to your manager/department head for approval

Signature of your manager/Dept Head: _____ Date: _____

Step 8: Forward the signed intent to retire notice to your Divisional HR Office.

Approximately two months prior to your retirement date, University of Toronto Pension Services will send the documents necessary for you to elect a pension payment option. In the meantime, if you have any retirement queries please contact University of Toronto Pension Services at 1-888-852-2559.