

**REQUEST FOR PROGRESSIVE RETIREMENT**

For all categories of employment  
Support Staff, Professional and Teacher

**SECTION I: IDENTIFICATION OF THE APPLICANT**

Employee's last name and first name:		Employee number:	
Category of employment:		Place of assignment	
No. of hrs/week of the position (Non-teaching staff)		No. of hrs/week of the position (Non-teaching staff)	

**SECTION II: FRAMWORK**

- ▶ The recommendation to accept a progressive retirement contract is at the discretion of the principal of the school, centre or service;
- ▶ The terms and conditions for taking the leave must be agreed with the principal of the school, centre or service. For teachers, a progressive retirement must begin on July 1.
- ▶ A progressive retirement contract will not be granted simultaneously with a leave of absence without pay or a contract for a sabbatical leave with deferred salary.
- ▶ To benefit from the progressive retirement plan, the person must have confirmation from Retraite Québec that he or she will be entitled to a pension on the date set for the end of the agreement.
- ▶ The number of hours worked may not be less than 40% of the normal working time provided for in his or her category of employment.
- ▶ Annually, the school service center and the person benefiting from a progressive retirement contract may agree to modify the percentage of leave and review the terms and conditions.
- ▶ For teachers, the school service center may modify, for a year covered by the agreement, the proportion of time worked to take into account the organization of the school or teaching.
- ▶ The contribution to the pension fund remains at 100%.
- ▶ During the term of the contract, the person and the school service center must make the pension contributions or assessments on the basis of the applicable salary as if the person had not participated in the plan.
- ▶ A person may only benefit from the plan once. At the end of the plan, the person is deemed to have resigned and is retired.
- ▶ Cancelling a request means that no further requests can be submitted.

**SECTION III: CHARACTERISTICS OF THE REQUEST**

Duration of the contract:

from: \_\_\_\_\_ to \_\_\_\_\_ inclusively

For a period of  1 yr  2 yrs  3 yrs  4 yrs  5 yrs

For the school year \_\_\_\_\_ - \_\_\_\_\_ : \_\_\_\_\_ %      For the school year \_\_\_\_\_ - \_\_\_\_\_ : \_\_\_\_\_ %

For the school year \_\_\_\_\_ - \_\_\_\_\_ : \_\_\_\_\_ %      For the school year \_\_\_\_\_ - \_\_\_\_\_ : \_\_\_\_\_ %

For the school year \_\_\_\_\_ - \_\_\_\_\_ : \_\_\_\_\_ %

**SECTION IV: SIGNATURE OF THE APPLICANT**

A progressive retirement leave must be authorized by the administration of the Human Resources Service and Retraite Québec in accordance with the rules governing the granting of such leaves. The decision will be based in particular on the recommendation of the management of the administrative division. Your request will be officially accepted once you have signed your retirement contract in a progressive manner, following an invitation from the Human Resources Service. Considering the delay due to the analysis of requests by Retraite Québec, a period of 4 to 6 months may be necessary to process the request.

The applicant is responsible for forwarding his or her duly signed form to the Human Resources Service at least 90 days before the beginning of the leave or for teachers before April 1.

Signature of the applicant: \_\_\_\_\_ Date : \_\_\_\_\_

**SECTION V: AUTORIZATION – HUMAN RESOURCES SERVICE**

- I authorize the approval of this contract for a progressive retirement.
- I do not authorize the approval of this retirement contract in a progressive manner.

Comments:

Human Resources Service: \_\_\_\_\_ Date : \_\_\_\_\_