

Notice of Intention: To Retire

Preamble

Before completing the Notice of Intention to Retire (NOI) form for librarians:

- Confirm your key retirement dates. Log into Employee Self Service www.uoft.me/ess and view your most recent Pension Statement.
- Review the [Process to Retire](#) article
- Speak to your Department Head/Supervisor/Academic Administrative Head

Policies & Agreements:

- [Agreement on Retirement Matters](#)
- [Memorandum of Agreement](#)
- [Research and Study Leave Arrangements in Relation to the New Agreement on Retirement Matters](#)
- [Policy on Emeritus/Emerita Status](#) and see the section on [Professor Emeritus](#) in this manual
- [Statement of Commitment to Retired Faculty and Librarians](#)
- [Letter of Understanding With Regard to Retired Faculty and Librarians](#)

This form must be completed for all retirements except for those who plan to enter the [Phased Retirement Program](#).

Key items you need to know before filling out the NOI form include:

- *Confirming your marital status and spousal information based on the definition of spouse*
 - *“Spouse” means the person who is living with you and is:*
 - *a) married to you; or*
 - *b) not married to you but has been living with you in a conjugal relationship continuously for at least three years; or*
 - *c) not married to you but living in a conjugal relationship with you in a relationship of some permanence if you are the parents of a child as defined in the Children's Law Reform Act, 1990 (Ontario).*
- *Engagement Post Retirement (note: this requires discussion with your Department Head/Supervisor/Academic Administrative Head regarding any plans for active engagement post-retirement. Please see section 7 of the NOI form. This information will allow us to assess your need for Microsoft Office access provided by the University post-retirement).*

Important things to be aware of when submitting your notice:

- Retirement dates stated on your pension statement are based on the Plan terms.
- There is a defined process that you need to follow to retire from the University of Toronto. This NOI form must be submitted to your Department Head/Supervisor/Academic Administrative Head.
- You will have one month from the date by which you notify your Department Head/Supervisor/Academic Administrative Head to revoke your intention to retire provided 12 months advance notice has been given. After the one-month period, your notice of intent to retire is irrevocable.
- PERA (Professional Expense Reimbursement Allowance) funds can only be used by active librarians. Be sure to discuss with your Department Head/Supervisor/Academic Administrative Head how to best use those funds as you prepare for retirement to make sure disbursements get approved.

- If insufficient notice is received, or pension option documents (which you will receive by mail from University of Toronto Pension Services approximately 2-3 months prior to your retirement date) are not returned on time, your first pension payment may be delayed but will be paid retroactive to your retirement date.
- With respect to retirement dates:
 - You can retire as early as the end of the month in which you turn 55.
 - You can retire with an unreduced pension as early as age 60 if your age plus your eligibility service equal at least 80 points. This is known as the “80 factor.”
 - Your normal retirement date is the end of the month in which you turn 65, but you can continue to contribute to the Plan and earn pension benefits up to November 30th of the year you turn 71.



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Librarians must use this form to initiate the process of retirement from the University of Toronto.

1. You will have one month from the date by which you notify your Department Head/Supervisor/ Academic Administrative Head to revoke your intention to retire provided 12 months advance notice has been given. After the one-month period, your notice of intent to retire is irrevocable.

Step 1: Add your personal information

Your Name: _____ Personnel # _____

Date of Birth (yyyy/mm/dd) _____

Faculty/Library _____

Department Head/Supervisor/Academic Administrative Head _____

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

“Spouse” means the person who is living with you and is:

- a) married to you; or
- b) not married to you but has been living with you in a conjugal relationship continuously for at least three years; or
- c) not married to you but living in a conjugal relationship with you in a relationship of some permanence if you are the parents of a child as defined in the Children's Law Reform Act, 1990 (Ontario).

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) _____

Step 4: Confirm whether you wish to elect Emeritus/Emerita title (if eligible)

I wish to be appointed to Emeritus/Emerita in accordance with the [Policy on Emeritus/Emerita Status](#), with the following rank and title:

Current rank (and Named Chair title, if applicable): _____

Check one: Emeritus Emerita Declining Emeritus/Emerita status Not eligible

Eligibility will be confirmed by the Office of the Vice-President & Provost.

Step 5: Contact information

Preferred Email: _____

Home Mailing Address: _____

Step 6: Information Sharing

Senior College and the University of Toronto Faculty Association (UTFA) will be provided with your preferred email address unless you indicate otherwise below:

Do NOT provide my preferred email address to Senior College

Do NOT provide my preferred email address to UTFA

Step 7: Engagement Post Retirement

(to be completed by the librarians based on prior consultation with the Department Head/
Supervisor/Academic Administrative Head)

If you plan to be actively engaged in any one of teaching, research, and/or special project work with the University post retirement, please discuss these details with your Department Head/
Supervisor/Academic Administrative Head and provide the details below. This confirmation of active engagement will inform your Microsoft Office access provided by the University.



Will remain engaged post retirement Yes No TBD If **yes**, provide details of the arrangement below (including the type and time period for the engagement). Note: your Department Head/Supervisor/Academic Administrative Head will sign-off on this section as part of the acceptance process.

*Note: If TBD is selected, it is the responsibility of the librarian and the Department Head/Supervisor/Academic Administrative Head to determine engagement post retirement prior to retirement in order for Microsoft Office access arrangements to be made through the University.

Step 8: Sign and date to confirm your intention to retire

I understand that, provided 12 months advance notice has been given, this notice can only be revoked by giving my Department Head/Supervisor/Academic Administrative Head written notice within one month of the date I gave notice of intention to retire to my Department Head/Supervisor/Academic Administrative Head.

Your Signature: _____ Date of Notice: _____

Step 9: Submit Request to your Department Head/Supervisor/Academic Administrative Head for acceptance

Signature of Department Head/Supervisor/Academic Administrative Head:

_____ Date: _____

Step 10: Department Head/Supervisor/Academic Administrative Head forwards notice to University Chief Librarian and Vice-Provost, Faculty & Academic Life for information and signature

University Chief Librarian: _____ Date: _____

Provost: _____ Date: _____

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