

**Queen's University and Queen's University Faculty Association  
Voluntary Phased Retirement Program (VPRP) Application Form  
Process & Guidelines (2020 - 2021)**

- [hrpension@queensu.ca](mailto:hrpension@queensu.ca)
- \_\_\_\_\_
- 
- 

**Approval Process for Voluntary Phased Retirement Program**

- 1) Member completes sections 4 of the VPRP Notice of Intention to Participate ( the VPRP Application Form or application form) and provides an Academic Leave proposal (if applicable). The fillable form can be found [here](#).
- 2) Member sends the application form (with the academic leave proposal attached, if applicable) to their Unit Head **by July 1**. Note: In non-departmentalized faculties, the Unit Head is the Dean. In the Library, it is the University Librarian.
- 3) The Provost Office will contact the Faculty Offices to confirm with Department Heads (if applicable) who has submitted the VPRP form by the July 1 deadline and a list of applicants will be provided to A (appl)-1 [(em)3.4 (ber)0.7 ( )0.6 ( )]TJ O Tw 3.448 O Td [(c)-1.7 (om)3.4

[hrpension@queensu.ca](mailto:hrpension@queensu.ca) \_\_\_\_\_ **by September 30**

- 10) Academic Compensation will compile the terms of all applications in support of Provost's review and sign-off of the VPRP Application Form.

- 11) **By October 15**, the Provost Office provides a final copy of the application form and a letter confirming participation in the program  
The Faculty Office (Official File Copy) will forward to the Member and relevant  
Department Head  
QUFA  
HR/Pensions  
Academic Compensation

**The Provost's approval signifies acceptance by the University, rendering the Member's decision to proceed irrevocable (section 7).**

- 12) During the Phased Retirement Period, the Faculty Office will submit datasheets to Human Resources to put the member on a reduced workload (as applicable) supported by Academic Compensation as necessary.

- 13) Academic Compensation

**Follow the submission instructions carefully.** Any supporting documents must be attached to the application form and submitted for signature to the appropriate Unit Head, Deputy Librarian (as applicable), and the Provost and Vice-Principal (Academic).

**The deadline to submit this application form and give notice of intention to participate in this program commencing July 1<sup>st</sup> of any year, is the previous July 1<sup>st</sup> (i.e. to enter the VPRP on July 1, 2022, this form MUST be submitted to your Unit Head by July 1, 2021).**

Eligibility (n ( i)5.8(n t)0.6(his)5.1 (5pnA7)TEMP METct Attached BD.001 Tc -85d(5 (n6n21(s)-ref\*MO BOT2 1 T

Section 1: Personnel Information (please use the form found [here](#) )

This section must be completed by the member. Be sure to complete ALL fields on this application as it applies to you.

Section 2: Notice of Intention to Participate in the Voluntary Phased Retirement Program

Provide the starting year and ending year of your proposed VPRP. The starting date has to be for the following year and start on July. The ending date will be on June 30 three years after the starting date.

Section 3: Voluntary Phased Retirement Supplement Option

The VPRP retirement supplement can be received in three different ways. The Faculty Member, Librarian or Archivist must select ONE (1) option. Contact Pension Services, Human Resources at [hrpension@queensu.ca](mailto:hrpension@queensu.ca) for more information on the options.

Section 4: Application for Research and Study Leave during Phased Retirement

The Faculty Member, Librarian or Archivist who wish to take an earned Academic Leave during their VPRP must apply at the time of giving their notice of intention to participate in the VPRP for planning purposes. In this section, the Member must choose ONE (1) of the Academic Leave options and fill out the respective dates.

If the member wishes to apply for an Academic Leave, a copy of their research leave proposal and Application for Academic Leave needs to be attached to this form and submitted to the Unit Head. The Unit Head's signature on this form indicates approval of any Academic Leave to be taken during the Phased Retirement Period.

Section 5: Allocation of Duties

In all cases, the proposed plan of work must be feasible and compatible with the Unit Head and should address the full range of pre-VPRP duties

You must continue to perform the FULL range of responsibilities (teaching, professional practice service and research) of your appointment in EACH of the three years of the Program. Your contributions shall be proportionate to the Participant's percentage appointment. For example: A Member with a normal workload distribution of 40% Teaching, 40% Research and 20% Service who has a workload of 50% in an Academic Leave, would, if their participation in the Program is approved, have a workload distribution of 20% Teaching, 20% Research and 10% Service.

Academic Leave replaces and counts as the participant's teaching and services duties for the corresponding timeframe. A 12-month Academic Leave should be reflected as 40% Teaching, 40% Research and 20% Service, and a 6-month Academic Leave should be reflected as 20% Teaching, 20% Research and 10% Service. Please record the Academic Leave in the specify teaching and service commitment section.

