



## Riverside School Board

### REQUEST FOR A PROGRESSIVE RETIREMENT

In conformity with the provisions of the collective agreement, I,

Name: \_\_\_\_\_

School or Department: \_\_\_\_\_ Position: \_\_\_\_\_

request a progressive retirement according to the following:

The plan starts on \_\_\_\_\_, 20\_\_\_\_ and expires on \_\_\_\_\_, 20\_\_\_\_  
(from 1 to 5 years)

#### Time worked

For the school year (1) \_\_\_\_\_: \_\_\_\_\_ %  
For the school year (2) \_\_\_\_\_: \_\_\_\_\_ %  
For the school year (3) \_\_\_\_\_: \_\_\_\_\_ %  
For the school year (4) \_\_\_\_\_: \_\_\_\_\_ %  
For the school year (5) \_\_\_\_\_: \_\_\_\_\_ %

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

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#### FOR THE USE OF THE HUMAN RESOURCES DEPARTMENT

The progressive retirement request as described above is      accepted   
   refused

Period: From: \_\_\_\_\_ to: \_\_\_\_\_

% of leave: \_\_\_\_\_

Details: \_\_\_\_\_

**Note: Please advise of any change in percentage for the following year.**

\_\_\_\_\_  
Shauna Callender  
Director of Human Resources

\_\_\_\_\_  
Date

c.c.      Union  
          Principal or Director