Research and Scholarship Leave and Administrative Leave Retirement Program

Special provisions have been made to waive the application of Article 16.20a of the Collective Agreement on rendering return service upon the conclusion of a Research and Scholarship Leave (RSL) or Administrative Leave for individuals who qualify and wish to retire.

Qualification

All continuing, contingent-term and limited-term academic staff members who, by the end of their RSL and/or Administrative Leave, are:

- 60 years of age or older with at least 15 years of continuous service

Individuals who come very near to meeting the combined age plus service requirements may be considered on a case by case basis.

Process

When an academic staff member is interested in retiring at the conclusion of their RSL or Administrative Leave (between July 1 and June 30), they must submit a separate notice of retirement to their Dean. This should be done as early as possible but normally between the time the RSL or Administrative Leave is approved and March 31. This will signal their intent to retire before they go on leave. This notice will serve as their retirement letter and will be forwarded to the President's Office and HR for further acknowledgement.

Once an academic staff member submits a notice of retirement, it will be accepted by the Dean and cannot be revoked by the academic staff member or the Administration.

Retirement will be effective immediately upon the conclusion of an RSL or Administrative Leave.

For information regarding RSL eligibility, please contact the HR Operations – Academic Team at hracadem@ucalgary.ca. Questions regarding the Retirement Program may be directed to the HR Academic Advisor for your Faculty.

Information regarding preparing for your retirement can be found in the Preparing for Retirement - Academic Staff booklet: https://www.ucalgary.ca/hr/files/hr/retirement_prep_acad.pdf

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