



Of The City University of New York

ADMINISTRATIVE STAFF APPLICATION FOR RETIREMENT LEAVE OF ABSENCE *

Name: _____

Social Security No.: _____

Title: _____

Department: _____

<u>Retirement System</u>	
<input type="checkbox"/>	New York City Employees' Retirement System
<input type="checkbox"/>	Other _____
Retirement System No. _____	

Proposed Starting Date of Retirement Leave: _____

Retirement papers will be filed with the appropriate retirement system on _____

APPLICATION MUST GO TO THE APPROPRIATE RETIREMENT SYSTEM TO FILE THE OFFICIAL RETIREMENT PAPERS ANY DAY WITHIN THE 90-DAY PERIOD PRIOR TO DATE OF RETIREMENT.

Type of Retirement: _____ Service _____ Disability

To the best of my knowledge, I will be eligible to retire at the end of my leave. The City University of New York is authorized to determine from the retirement system my eligibility for retirement.

I understand that any sick leave taken between the date of approval of the retirement leave and starting date of the leave may reduce the length of retirement leave and that the retirement system will consider the period of my retirement leave as active for retirement purposes.

Applicant

Address during leave

Date: _____

Chairperson / Director

Recommendation of President and Resolution proposed to City University of New York for adoption: The applicant has met all qualification requirements for the leave and the appropriate retirement system has certified the applicant's eligibility for retirement.

Date: _____

President / Provost

(To be signed after the College has confirmed eligibility for retirement and the entitlement of the applicant on the basis of accumulated sick leave.)

I understand that subject to modification because of use of sick leave after this date, my retirement leave will begin on _____ and end on _____. I understand further, that under this arrangement, my retirement will be effective as of _____. If during the retirement leave, I file application for immediate retirement, I will notify the President of the College.

Date: _____

Applicant

* Submit to Human Resources not less than thirty days prior to the proposed starting date of the retirement leave.