

## Background

The Transition to Retirement Program (TRP) is designed to help qualified certificated employees access pension benefits in the final few months of their employment, and at the same time, receive full salary for that period.

## Procedures

1. The TRP is available to certificated employees who hold continuing contracts, are covered by the Alberta Teachers Retirement Fund (ATRF), and who are actively working at the time of the application to the TRP.
2. Approval of TRP requests shall be at the discretion of the Superintendent or designate, in consultation with the Principal/Supervisor.
3. Applicants:
  - a. must be at least 55 years of age at the retirement date selected
  - b. must retire during the school year in which they have chosen to apply for the TRP
  - c. shall resign from their continuing teacher contract by completing the Transition to Retirement Application Form.
  - d. shall submit their application to the Assistant Superintendent, Human Resources by:
    - a. April 30 if choosing to teach up to 0.6 FTE the following school year (resignation date June 30 of current year), or
    - b. April 30 if choosing to teach to January 31 of the following school year (resignation date June 30 of current year), or
    - c. November 30 if choosing to teach the remainder of that school year (resignation date December 31 of current year).
  - e. once approved for the TRP, will receive a temporary teaching contract following the effective retirement date.
4. Questions regarding the TRP are to be directed to the Assistant Superintendent of Human Resources.
5. It is strongly advised that applicants contact their pension plan representative to discuss:
  - a. Pension eligibility
  - b. Personal impact of this program
  - c. Benefit entitlement under this program
6. Effective the first day following the retirement effective date, the Early Retiree Teacher is enrolled back into the ASEBP benefit plan with full benefits as a condition of employment.

## References

[Education Act](#)

[Alberta Teachers' Retirement Steps to Retirement  
Form 4-16 Application for Transition to Retirement Program](#)