



Application for Transition to Retirement Program

F 4-16

Pembina Hills School Division's Transition to Retirement Program (TRP) is a voluntary program wherein employees who meet the eligibility criteria set forth in [AP 40-16 Transition to Retirement Program – Certificated Employees](#) may be eligible to participate in the TRP.

<i>Employee Name</i>	<i>School/Department</i>	
<i>Position</i>	<i>Date</i>	
<i>Employee Address</i>		<i>Postal Code</i>

I hereby make application to participate in the Pembina Hills School Division Transition to Retirement Program.

On the prior condition that this application to the Transition to Retirement Program is accepted by the Superintendent of Schools, I hereby tender my resignation from my continuing teaching contract with Pembina Hills School Division effective (*date*) _____ .

I acknowledge I meet all criteria for this program and that I have been advised to seek advice on the financial and pension implications to me under this program. I also acknowledge that once the Superintendent approves my application, the decision is irrevocable.

I agree that I will receive a temporary teaching contract following the effective date of my resignation.

Signature of Applicant

Date

Signature of Witness

Printed Name of Witness

FOR OFFICE USE ONLY

Mutually agreed date of retirement _____

Date of Temporary Contract: _____ to _____

Approval:

Signature of Superintendent

Date