

# VOLUNTARY PARTIAL RETIREMENT FORM (VPR)

Select One:  New  Revised

With department head support, work with your business office or benefits administrator at the regional campuses to complete this form.

## Section 1: ELIGIBILITY

Faculty and administrative/professional staff age 55 or more with at least 10 years of benefits-eligible service meet VPR criteria. Concurrent Employment requires the completion of a separate VPR Request Form for each position.

Name John Purdue PERNR 123456789  
 Org Unit Technical Resources Campus West Lafayette  
 Position Type:  Faculty  Administrative/Professional/Management/Research Faculty

## Section 2: REQUEST DETAILS -- for revisions, note changes only --

The VPR duration is at the discretion of the unit. Maximum allowed is up to five (5) years.

Start date 07 / 01 / 2017 End date 06 / 30 / 2020

### PROPOSED WORK SCHEDULE:

- Please indicate current pay frequency  
 Academic Year or  Fiscal Year (10, 11, or 12 months)
- Please indicate percentage of work time planned for VPR transition:  \_\_\_% for entire term of VPR period  
**OR**  Variable Schedule (Below indicate % of work proposed)

VPR Year 1		VPR Year 2		VPR Year 3		VPR Year 4		VPR Year 5	
Fiscal Year <u>17-18</u>		Fiscal Year <u>18-19</u>		Fiscal Year <u>19-20</u>		Fiscal Year _____		Fiscal Year _____	
Fall Half	Spring Half	Fall Half	Spring Half	Fall Half	Spring Half	Fall Half	Spring Half	Fall Half	Spring Half
80%	80%	80%	80%	50%	50%				

Fall Half = 1st Semester (academic year pay cycle) or July 1<sup>st</sup> through December 31<sup>st</sup> (fiscal year pay cycle)

Spring Half = 2nd Semester (academic year pay cycle) or January 1<sup>st</sup> through June 30<sup>th</sup> (fiscal year pay cycle)

Summer session work for AY faculty/staff is permitted and may be arranged as needed but is not part of the VPR schedule.

- Summarize work adjustments proposed that will align with your reduced schedule:  
 If the proposed works chedule cannot be captured above, a concise description of any special notes, conditions, work period(s) and associated effort must be described below. (Attach additional page if necessary)

Beginning July 1, 2017, I plan to work 4 days per week (80%); discussions with my Department Head resulted in a plan to transfer responsibility for the organizational unit's security role administration to the College Security Team; I will be devoted to the Archiving Team. During the two years of 80% effort, I will focus on business process for digital archiving project which is scheduled to be implemented December 2018. Beginning July 2019, my effort is reduced to 50% and will be devoted to auditing, problem resolution and completion of documentation.

- My employment may not be supplemented by employment elsewhere at the University.
- I understand I may retire completely anytime during the VPR period.
- The duration of the VPR transition cannot be lengthen nor the percent of my time employed be increased.
- My VPR may be reviewed on an annual basis to evaluate the needs and financial exigencies of the Department as well as my performance.

## Section 3: REVIEWS AND APPROVAL

<p><b>Requested By:</b></p> <p><u>John Purdue</u> Name (print)</p> <p><u>Anna Purdue</u> Signature</p> <p><u>April 1, 2017</u> Date</p>	<p><b>ELIGIBILITY VERIFICATION</b></p> <p><u>Aaron James</u> Business Office (print) or Benefits Administrator at Regionals</p> <p><u>Aaron James</u> Signature</p> <p><u>April 8, 2017</u> Date</p>	<p><b>APPROVED BY:</b></p> <p><u>Deborah Data</u> <u>April 8, 2017</u> Dept. Head Signature Date</p> <p><u>Steve Kirby</u> <u>April 10, 2017</u> Dean/VP/Chancellor Signature Date</p> <p><u>Susan Ince</u> <u>April 25, 2017</u> West Lafayette Retirement Approver Date</p>
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