



## Medicine Hat College Procedure PHASED RETIREMENT

Procedure #: PR-HR-07-01  
Procedure Authority: Director, Human Resources  
Executive Sponsor: Vice-President, Administration and Finance  
Approved by: Vice-President, Administration and Finance  
Effective Date: March 29, 2018

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### 1. PURPOSE

The purpose of this procedure is to provide guidance and instructions for the process to be followed to make application for phased retirement at Medicine Hat College (MHC).

### 2. SUPPORTING

- HR-07 Phased Retirement (the **Policy**)

### 3. PROCEDURE

3.1 In order to participate, an eligible employee must make written application on the Phased Retirement Application Form (Attachment A).

3.2 The application must be submitted to Human Resources by November 1 of the current year if planning to commence phased retirement in the coming fiscal year.

*Example*

*Apply by November 1, 2018 if retirement date falls between July 1, 2019 to June 30, 2020.*

3.3 Reduced Workload Agreement (Attachment B) to be completed by applicant and Manager/Dean before reduced workload commences.

### 4. ADDITIONAL INFORMATION

Attachment A: Phased Retirement Application Form

Attachment B: Reduced Workload Agreement

***ORIGINAL COPY SIGNED***

Wayne Resch  
Vice-President, Administration and Finance

Date: March 29, 2018

**DOCUMENT HISTORY**

March 2018 Procedure approved