



SUBJECT: Retirement	CATEGORY: Human Resources	NO. 714
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POLICY

In accordance with *The Saskatchewan Human Rights Code Amendment Act, 2007*, SIAST employees may retire voluntarily at any age. To minimize disruption to students and institute operations, SIAST encourages employees to align their retirement date with the academic year.

PROCEDURES

1. Employees wishing to retire should submit their notice of intent, in writing, to their manager at least three months in advance of their retirement date.
2. Retiring employees should also contact their local Human Resources office at least three months in advance of their retirement date to ensure necessary pension documentation is completed to facilitate a smooth and timely retirement.

Receipt of pension payments from SIAST group superannuation (pension) plans is subject to the provisions of the group plan to which the employee belongs.

Approved by: President & CEO	Prepared by: Human Resources	Date Issued: October 3, 2012	Supersedes/New Supersedes	Page 1 of 1 #714
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