



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	Support Staff Retirements
Parent Policy:	Support Staff Retirements
Effective Date:	November 18, 2008
Revised Date:	
Review Date:	November 18, 2018
Approving Body:	Administration: President
Authority:	President
Responsible Executive Officer:	
Delegate: (If applicable)	Vice-President (Administration)
Contact:	Executive Director of Human Resources
Application:	Employees: All Support Staff (See List)

Group:

- (a) Support Staff Excluded from Bargaining Units as Members of the Board;
- (b) The Executive Staff (Support Staff Members only);
- (c) Excluded Management, Administrative and Professional Staff;
- (d) Medical Practitioners and Administrators;
- (e) Out of Province Support Staff;
- (f) Student Support Staff; and
- (g) All Support Staff in bargaining units.

Part I Reason for Procedure

To set out Procedures secondary to the Policy: Support Staff Retirements for the provision of guidance on the establishment of the effective date of the retirement.

Part II Procedural Content

2.1 There are two important dates to consider for support staff who have provided notification of an intention to retire as follows:

2.1.1 The last day of work prior to the date of retirement is the last paid day that an employee will have prior to his/her cessation of employment. It is intended to be the last day worked by the employee. However the University will permit a retiring employee to extend the date of retirement by using any unused current year vacation entitlement.

2.1.1.1 The extension of the retirement date without a return to work by using the vacation entitlement mentioned in 2.1.1 above does not include:

- a) vacation carried over from a previous vacation year;
- b) vacation credits earned for use in the next vacation year
- c) banked overtime;
- d) banked regular time; and
- e) statutory holidays or the Christmas-New Year's Break.

2.1.1.2 The list of items a) to d) will be paid off through a lump sum payment to the employee on his/her final pay period.

2.1.1.3 An employee who is retiring must work the day before and after to qualify for the paid holiday or Christmas-New Year's Break. The use of vacation time to extend a retirement date will not result in an employee qualifying for a paid holiday unless the employee actually returns to work after the statutory holiday or Christmas-New Year's Break.

2.1.2 The pension commencement date is the date on which the pension payments will commence in accordance with the terms of the Pension Plan. There may be a gap between the last day of paid employment in 2.1.1 and the pension commencement date.

Part III Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.

- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is November 18, 2018.
- 4.2 In the interim, this Procedure may be revised or rescinded if:
- (a) the Vice-President (Administration) or the President deems necessary; or
 - (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes:
- (a) All previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein; and
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter herein.

Part VI Cross References

Support Staff Retirements: Policy

Vacations: Policy and Procedure

Paid Holidays: Policy and Procedure