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| **When to use**  This form should be used for eligible staff wanting to express an interest in **voluntary early retirement**.  **Where to send**  Once completed this form should be submitted to [VERS@federation.edu.au](mailto:VERS@federation.edu.au) no later than 5:00pm, Tuesday, 31 January 2017.  **Enquiries**  Can be made by | **Email** – [hr@federation.edu.au](mailto:hr@federation.edu.au) | **Phone** – Camilla Barker on 5327 8719. |

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| **Employee information** | | | | | | | | | | |
| Employee No. |  | General Staff | | | Academic Staff | | | | TAFE Teacher | |
| Full Name |  | | | | | | Date of Birth | | |  |
| Contact No. |  | | | E-mail | | @ | | | | |
| **Substantive position details** | | | | | | | | | | |
| Position title | | |  | | | | | | | |
| Faculty/Directorate/School/Section | | |  | | | | | | | |
| Campus | | |  | | | | | | | |
| Classification (e.g. HEW/Academic/TAFE Teacher, +Level) | | |  | | | | | | | |
| Time Fraction | | | Full-time | | Part-time | | | % | | |
| **Are you currently engaged in a position other than your substantive, continuing role (e.g. on secondment or undertaking a fixed-term role)? If so, please provide details.** | | | | | | | | | | |
|  | | | | | | | | | | |
| **What would be your preferred departure date and why?** | | | | | | | | | | |
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| I wish to express interest in a voluntary early retirement. | | | |
| **Signature\*** |  | Date |  |

***\*A signature is also required under the Terms and Conditions Section.***

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| **Terms and conditions** | | | |
| In making this EOI for a voluntary early retirement, I specifically acknowledge and accept the following terms and conditions of acceptance: | | | |
| If this EOI is approved, my employment will end by no later than 31 December 2017. | | | |
| VERS EOIs can be withdrawn up until a Deed of Release is signed, or the close of business on 31 January 2017, whichever comes first. | | | |
| EOIs for the VERS are non-binding on the University. There is no obligation on the University to approve voluntary retirements for those employees who submit an EOI. | | | |
| In calculating VERS payments only employment service with Federation University Australia (or its predecessor organisations) [including transferred Monash Gippsland staff] will count. | | | |
| Following separation re-employment by the University will not be permitted for a period of three years on a permanent (continuing), fixed-term contract or casual basis (with the exception of future sessional employment by academic or TAFE teaching staff, which will be considered on a case-by-case basis). | | | |
| At the time of approving an EOI for early retirement, there can be no agreement in relation to future re-employment with the University. | | | |
| If my EOI is approved, I acknowledge and agree to sign a Deed of Release. (A draft of which is available from the Human Resources web page *Staff > Working at FedUni > Human Resources > Workplace relations > Voluntary Early Retirement* (<http://federation.edu.au/staff/working-at-feduni/human-resources/workplace-relations/voluntary-early-retirement>.) | | | |
| Benefits payable on separation of employment, if this EOI is accepted, will be calculated as described in the Voluntary Early Retirement Scheme (VERS) FAQ. | | | |
| I understand that it is recommended that I should obtain independent financial advice in relation to any potential benefits payable to me under the VERS. | | | |
| **Employee’s signature** | | | |
| **Signature** |  | Date |  |

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| **Once completed this form should be submitted to** [**VERS@federation.edu.au**](mailto:VERS@federation.edu.au)**, no later than 5:00pm, 31 January 2017.** |

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| Warning: uncontrolled when printed. | | | |
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| Document owner: | Manager, Workplace Relations | Current Version: | 31/10/2016 |