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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 no later than 5:00pm, Tuesday, 31 January 2017.**Enquiries**Can be made by | **Email** – 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| VERS EOIs can be withdrawn up until a Deed of Release is signed, or the close of business on 31 January 2017, whichever comes first.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****, no later than 5:00pm, 31 January 2017.** |

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| Warning: uncontrolled when printed.  |
| Authorised by: | Director, Human Resources  | Original Issue: | 31/10/2016 |
| Document owner: | Manager, Workplace Relations | Current Version: | 31/10/2016 |