Email Form

Print Form

UAB FACILITIES DIVISION
Knowledge that will change your world

Retirement Notification Form

PLEASE COMPLETE ALL AREAS NOTATED IN RED

Employee Name	Employee ID	Blazer ID

Department	Job Title

Employee's Home Address

Personal E-mail Address After Retirement (if possible)

Employee's Contact Phone Number After Retirement
(cell if possible)

Hire Date	Retirement Date	Last Actual Working Date

Gift Card(s) / Store(s) (For selection go to www.gyft.com) / Amount(s)

Employee Signature	Date

TO BE COMPLETED BY FACILITIES HR & VERIFIED BY TRS

Number of Years of Service

Sick/Vacation Time Used Towards Retirement +

Total Calculated Years of Service for Retirement =

Amount Allowed for Gift Card Based on Years' Service $

Verified By Facilities HR Rep (signature)	Date Verified / TRS Rep

NOTE: Attach a copy of the employee's retirement letter to this form and submit to Facilities HR.

RECEIPT OF RETIREMENT GIFT CARD

My signature below acknowledges my receipt of this retirement gift(s) card.

Gift Card(s) / Store(s):	Gift Card(s) Amount(s):
Employee Signature or Department Representative Signature	Print Name / Date Received

You're Planning to Retire,
CONGRATULATIONS!

Here is what Facilities Human Resources needs you to do:

- Complete Retirement Notification Form (RNF)—Please make certain you complete all areas notated in **Red**.
  What we need to know:
  - Your date of retirement
  - Your last physical date of work
  - Any vacation time planned before your stated retirement date
- Give a copy of your retirement letter to your supervisor and also attach one to your completed Retirement Notification Form (RNF).

  This chart will help you determine the total Gift amount available to you based on years of service verified by TRS:

Years of Service	Total Party & Gift Amount
10 but less than 20	$450
20 but less than 25	$500
25 but less than 30	$550
30 and above	$600

  (Example: You may decide you want a party and a gift card. It would be determined based on the amount you qualify for in years of service. Let's say you qualify for $550. You could decide you want a gift card for $300 and allow the remaining $250 to be spent on the celebration. Anything that exceeded that amount would be the responsibility and choice of the department.)

GIFT AND PARTY OPTIONS

- Option 1: Choose type(s) of gift card(s) and denominations of those gift cards and notate on Retirement Notification Form. There are over 200 Retailers to choose from. For a complete list of gift cards available please go to www.gyft.com. You can mix and match the dollar amounts of the cards and you can choose multiple retailers. (Example: If you qualify for $550 then you could get a Lowes card for $250, a Walmart card for $250 and a Longhorn Steakhouse gift card for $50 which totals $550 or you can do a single card for the full amount from any one retailer.)
- Option 2: A rocking chair—the rocking chair is valued at more than $550; You need to have 25 years of service or more to choose this option. If you select the rocking chair, you will receive it at a ceremony in your department honoring your years of service to the university.
- Option 3: A Retirement Reception or Party

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