

Retirement Checklist

Once you know that you are ready to retire, there are a number of steps you need to complete. This page provides a checklist of the steps to complete.

The Retirement process document is also available as a printable [PDF](#) [1].

Notify your Department

- Inform your department in writing about your upcoming retirement and what your last day at work will be.
 - Most departments request a minimum of three months' notice prior to your last day at work. Some bargaining units may require additional lead time – check your collective agreement.
 - Once your retirement notice has been accepted, it is irrevocable.
- Make arrangements to use up all your vacation/floater prior to your last day of employment.
 - For individuals who use up their remaining vacation immediately prior to retirement, your last day of employment could be after your last day physically at work.
- Speak with your department about their last day procedures. You may need to hand in equipment, keys and other UG property.
- Please note:
 - Under the UPP, retirements are processed on the last day of the month. Your retirement date and last day as an employee would both be the last day of a month.

Contact Human Resources

- Contact Human Resources a minimum of three months prior to retirement, ideally after you have provided notice to your department.
- HR informs UPP about your retirement.
 - The Pension package will be sent to you directly from UPP. UPP's default method of communication is via their member portal.
 - Please reach out to UPP Member Services, for any questions related to your pension, at memberservices@universitypensionplan.ca [2].
- HR will send you the Non-Pension retirement package, approximately 4 weeks in advance, which includes enrolment options for post-retirement benefits, retiree email, etc.
 - This package is emailed to your attention as a PDF attachment.
 - Detailed instructions on how to complete the package are included.

Apply for Government Benefits

Apply for the [Canada Pension Plan](#) [3] and [Old Age Security](#) [4] government benefits well in advance of your actual retirement.

Source URL: <https://www.uoguelph.ca/hr/staff-faculty-retirement-planning/retirement-checklist>

Links

[1] <https://www.uoguelph.ca/hr/system/files/Plan%20for%20Retirement.pdf> [2]

<mailto:memberservices@universitypensionplan.ca> [3]

<https://www.canada.ca/en/services/benefits/publicpensions/cpp/cpp-benefit/apply.html> [4]

<https://www.canada.ca/en/services/benefits/publicpensions/cpp/old-age-security/apply.html>