

Administrative Procedure 419 - Appendix

Appendix – RETIREMENT TRANSITION PROGRAM - STAFF IN THE LOCAL AUTHORITIES PENSION PLAN

Background

Employees in the Local Authorities Pension Plan (LAPP) applying to the Retirement Transition Program are to refer to the sample application letter below.

Employee's Name (LAPP Member or Non ATA member)

Mailing Address or School

Current Date

Associate Superintendent
Human Resources & Administration
Black Gold School Division
3rd Floor, 1101-5th Street
Nisku, Alberta
T9E 7N3

Attention: Associate Superintendent, Human Resources & Administration

Re: Application for Retirement Transition Program (LAPP Staff)

I am writing to apply to participate in the Retirement Transition Program- LAPP. As per the conditions of the Program, I am retiring from my contract with Black Gold School Division. My last day under Regular Contract will be (last day of month – E.g. December 31, 20XX.)

I have read and understand the requirements of the Program and my responsibilities regarding my own pension plan. I also understand that this Program is designed to assist me with my transition to retirement and that neither the Division nor I am making any commitments at this time to a further employment relationship after the completion of the temporary contract.

My retirement is contingent upon my receiving a temporary contract from (date – i.e. first day of month following resignation) to (date – last scheduled work day), 20XX.

I look forward to receiving a temporary contract with the Division as soon as this can be arranged. Please contact me to discuss this request (provide contact information)

Yours truly,

(Employee's Signature)

(Print your name)

Copy: (insert Principal's name)