



## Vice-President Academic and Provost

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# MEMO

University  
of Victoria

Date: February 23, 2023  
To: Regular Faculty Members and Librarians  
From: Pamela Richards, Acting Associate Vice-President Faculty Relations and Academic Administration  
Copy: Michele Parkin, Associate Vice-President Faculty Relations & Academic Administration  
Carrie Hunting, Associate Director, Faculty Relations & Academic Administration  
Deans and University Librarian  
Chairs and Directors  
Re: **Retirement Incentive Program 2**

The University of Victoria and the University of Victoria Faculty Association have negotiated a one-time Retirement Incentive Program in a Letter of Understanding which will be appended to the 2022-2025 Faculty and Librarian Collective Agreement. This one-time retirement incentive is offered to faculty members and librarians who would like the option to retire without the requirement to return to the university following a Study or Administrative Leave.

### Eligibility

1. All regular faculty members (teaching and research stream) and Librarians age 55 or older, with a minimum of 36 months of eligible service credits towards a Study or Administrative Leave.

### Program Terms

Regular Members may elect to retire without the requirement to return to the university under s.34.12 or s. 35.8, following an earned Study or Administrative Leave in accordance with the following provisions:

1. Members who have an approved Study or Administrative Leave of any length during the period of **July 1, 2023 to June 30, 2024** who wish to retire at the end of the leave shall give notice to their Chair/Director/Supervising Librarian, and Dean/University Librarian no later than **April 30, 2023**.  
**(Option 1)**
2. Members who did not apply for Study or Administrative Leave by October 1, 2022 may apply by April 30, 2023 for a leave of no more than **6 months** commencing on the following dates **(Option 2)**:
  - July 1, 2023
  - January 1, 2024
  - July 1, 2024
  - January 1, 2025
3. For **Option 1 or 2**, the retirement date will be on the day following the end of their Study or Administrative Leave.
4. The stated retirement date on the Member's Study or Administrative Leave application is irrevocable.

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### Application Process

1. To apply for Retirement Incentive Program 2, fill out the attached application form indicating which of the above noted options you are applying for. Sign the statement of acknowledgement to indicate that this is your irrevocable notice of retirement following the end of your Study or Administrative Leave.
2. If the application is for **Option 2** of Program 2, the regular Study or Administrative Leave application form **must** be filled out as well. Application forms can be found on the VPAC website here: <https://www.uvic.ca/vpacademic/conditions-appointment/leaves/index.php>
3. Submit the signed application form, and the completed Study or Administrative Leave application form (if required) to your Chair/Director/Supervising Librarian.

### Additional Information

1. **The normal requirements and expectations for the granting of a Study or Administrative Leave remain in effect and are subject to the Dean's or University Librarians' approval.** Members who apply for Option 2 must have a viable project to pursue during the leave.
2. Research Stream Faculty Members require a minimum of 36 months (3 years) of eligible service for a 6-month Study or Administrative Leave.
3. Teaching Stream Faculty Members require a minimum of 36 months (3 years) of eligible service in an administrative role for a 4-month Study or Administrative Leave.
4. Regular Librarians require a minimum of 36 months (3 years) of eligible service for a 3-month Study Leave.
5. Regular Librarians require a minimum of 72 months (6 years) of eligible service for a 6-month Study Leave.
6. Eligible service towards a Study or Administrative Leave is accrued right up to the start date of the approved leave, be sure to include this period when calculating your years of eligible service.
7. This is a one-time program provided to encourage retirements during the period of the 2022-2025 Collective Agreement.

### Deadlines

Notice shall be given to the Chair/Director/Supervising Librarian and Dean/University Librarian no later than **April 30, 2023**.

If you have applied for **Option 2**, you will be notified by your Dean of the approval of your Study or Administrative Leave no later than **May 31, 2023**.

### Questions

Questions about the Retirement Incentive Program 2 may be directed to Carrie Hunting, Associate Director Faculty Relations and Academic Administration at [adfrra@uvic.ca](mailto:adfrra@uvic.ca) or 250-588-1892.