

## Retiring from SFU – Staff (APEX, APSA, CUPE, Poly Party)

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- Step 1** Contact the HR Pensions & Benefits office ([pensions@sfu.ca](mailto:pensions@sfu.ca)) **3 months** in advance of retirement so that you will have sufficient time to understand and review your pension and benefits options with your family and a financial planner before deciding to retire.
- Step 2** Provide written notice to your supervisor of your intention to retire and indicate your last day of work.
- CUPE, Poly Party – minimum 2 weeks working notice
  - APEX, APSA – minimum 4 weeks working notice
- Step 3** Once we have received notice of your retirement date from your supervisor, you will be provided with a package of information that explains the various options available to you and includes the forms that have to be submitted.

In order to have your first pension payment deposited on the first of the month following your retirement date, we need to have received your completed and signed paperwork by the 15<sup>th</sup> of the month of your retirement. If you choose the lump sum option, please allow 3-4 weeks from your date of retirement or receipt of your paperwork, whichever is later, for the transfers to be completed.

***Don't forget your vacation days!***

You will receive your full year vacation entitlement in the year of your retirement. Any unused vacation will be paid out in a lump sum on your final pay cheque.

Keep in mind that pension payments are made at the beginning of each month. As a result, you may want your actual retirement date to be closer to the end of a month rather than the beginning so you have a steady stream of income.

See next page

**Group RRSP through Sun Life**

If you have been making regular contributions to your RRSP, these contributions will automatically stop when you retire. You should contact Sun Life directly to access the money in your RRSP account (Customer Care Centre 1-866-733-8612).

**Benefits**

Your benefits (health, dental, MSP) will cease on the last day of the month of your retirement. You may be eligible to participate in the retiree benefit plans. For more information visit the [Retirees Health Benefits](#) section of the HR website.

**Life Insurance**

Your life insurance benefit including optional insurance ceases on your retirement date. You have the option of converting your life insurance from the SFU group plan to an individual plan. For more information, review the [Life Conversion Form](#) on the HR website.

**Tuition Waiver**

Available to you and your eligible dependents if you retire from SFU after at least 10 years of service (5 years of service for APSA).

**Email, Recreation, Library**

You will maintain your e-mail address and continue to have access to the recreation facilities and the library.

**SFU Retiree Association**

You can join the SFURA for a small membership fee which includes occasional free parking at SFU Burnaby campus, regular newsletters and notices of all events. Refer to the [SFURA website](#) for more information.

**CPP/OAS**

For information and online resources, please refer to the [Government of Canada](#) website, call 1-800-277-9914 or visit a local Service Canada Centre.