

You're Planning to Retire, Congratulations!

STEPS TO OBTAIN YOUR RETIREMENT GIFT

1. Complete the Retirement Notification Form (RNF). All sections must be completed to process your retirement gift.
2. Please provide the following information to your department:
 - Your date of retirement
 - Your last physical date of work
 - Any approved vacation time planned before your retirement date
3. Provide a copy of your retirement letter and completed RNF to your Supervisor and/or Department Administrator.
4. Provide a copy of your retirement letter and completed RNF to Facilities HR.

GIFT CARD(S) AND/OR PARTY

Based on your years of service as verified by TRS you are eligible to receive a gift card(s) and/or party for the following amount:

Years of Service	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

GIFT AND PARTY OPTIONS

- **Option 1:** Choose type(s) of gift card(s) and denominations of those gift cards and notate on RNF. 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 eligible gift amount from any one retailer.)
- **Option 2:** A Retirement Reception/Party for the full eligible gift amount. Any party costs that exceeds the gift amount would be the responsibility of the department or employee to pay out of pocket.
- **Option 3:** Gift Card: Gift Card and Retirement Reception/Party for the full eligible gift amount. Employees may select Reception/Party and gift card(s) totaling the full eligible gift amount. Any party costs that exceeds the gift amount would be the responsibility of the department or employee to pay out of pocket.



SECTION 1: EMPLOYEE INFORMATION

Employee Name:		Employee ID#:		Blazer ID:	
Department:		Job Title:			
Employee's Home Address:		City, State, Zip:			
Personal Email Address:		Employee's Contact #:			

SECTION 2: RETIREMENT DATE INFORMATION

Employee Service Date:	
Last Physical Working Date:	
Retirement Date:	

SECTION 3: GIFT CARD SELECTION INFORMATION

Gift Card(s)/Stores & Amount(s)

SECTION 4: EMPLOYEE SIGNATURE

Employee Name (Print):		Date:	
Employee Signature:		Date:	

SECTION 5: FACILITIES HR SECTION

Sick Time rolled over used toward Retirement:		Vacation rolled over used toward Retirement:	
Total Calculated Years of Service:		Gift Card Amount based on Service Years:	\$
Verified by Facilities HR Rep:		TRS Rep/Date Verified:	

SECTION 6: RECEIPT OF RETIREMENT GIFT CARD

My signature acknowledges my receipt of my retirement gift			
Employee Name:		Date:	
Employee Signature:		Date:	