

Retirement Request Form

PLEASE PRINT

Date:	Employee No.:
Employee's Last Name:	Employee's First Name:
Manager's Name:	Manager's Employee No.:

I have read and understood both the retirement process and eligibility criteria as explained on Acaeronet under the “MyHR tab, Table of Contents – Retirement”, and would like to inform you of my intention to retire effective

Date of retirement (yyyy/mm/dd)

Note: You must retire as of the first of the month

By signing this form, you are indicating your final decision to retire. Please note that you may not revoke this decision on or after the effective date of retirement. If you change your mind before the effective date of retirement, you **MUST** inform your manager and Employee Services in writing.

If you **DO NOT WISH** your name to appear on the Retirement list of Air Canada employee publications (e.g. *Horizons*, etc.), please check here _____.

Disability or Grounded Retirement

If you are permanently disabled, physically or mentally, or have been grounded through no fault of your own, you may be eligible for a Disability or Grounded Retirement under the Defined Benefit Pension Plan. Refer to the Request for a Disability or Grounded Retirement Form (ACF86A) for all details.

By signing the present form, you acknowledge having been informed about the Disability or Grounded Retirement provisions and you either decided not to apply for such a retirement, or applied but have not been approved. Please note that if you choose not to apply for a Disability or Grounded Retirement at this time, you will not have another opportunity to do so at a later date.

Employee's signature _____
Date

Manager's signature _____
Date

Send this form duly completed to one of the following:

By co-mail: Employee Services – Canada
Air Canada Centre
YUL 1400

By mail: Employee Services
P.O Box 7650, Station B
Toronto ON M2K 3B5

By fax: 1-866-207-8636

By e-mail: eservices@aircanada.ca

NOTE TO MANAGER

You are also required to complete the e89 Notice of Separation (available on eHR) during the last pay period of the employee.



Retirement Process

1	<p>Three months before the date you intend to retire, complete the Retirement Request Form that you will find on the Air Canada Portal, under “My Life”, “My Forms”, and send it to your supervisor.</p> <p>Note A: If you retire at age 65 (age 60 for pilots), you do not have to complete the Retirement Request Form; your retirement will be handled automatically.</p> <p>Note B: If you are permanently disabled, you may be eligible for a disability retirement.</p>
2	Your supervisor will sign the Retirement Request Form, if applicable, and send it to Employee Services who will begin the process with Air Canada Pension Administration.
3	Within the next two months, Air Canada Pension Administration will send a package to your home containing the various pension payment options available to you and your spouse/partner, if applicable.
4	Within the same two months, Employee Services will send option forms for your other employee benefits to your home.
5	Review all options carefully.
6	Choose your pension payment option and return the applicable forms to Air Canada Pension Administration as soon as possible before your retirement date.
7	Choose your other employee benefit options and return the applicable forms to Employee Services as soon as possible before your retirement date.
8	Retire!
9	<p>You will receive your first pension payment (estimated amount) on the first of the month following your retirement date provided that your supervisor has submitted the Retirement Request Form at least 60 days before your date of retirement. Otherwise, the date of the first payment is not guaranteed and can be up to 90 days after the date the Retirement Request Form has been submitted.</p> <p>Note C: If an option other than immediate pension is available, your first pension payment will only be made if Air Canada Pension Administration has received your payment choice.</p>
10	<p>Payroll will complete your final pay and transmit the information to Air Canada Pension Administration.</p> <p>Note D: This process can take up to 30 days.</p>
11	Upon receipt of the final pay information, Air Canada Pension Administration will calculate your exact pension payment and update your pension payment with any retroactive adjustments, if applicable.
12	Employee Services will update your file with your post-retirement benefit options and start the payroll deductions and any retroactive adjustments, if applicable.
13	If you incur health or dental expenses in the meantime, keep your receipts as you can only claim them after the above process is completed.
14	You will have access to the employee travel website (http://travel.aircanada.ca) using your current employee number and PIN.