

**SKIDMORE COLLEGE  
APPLICATION FOR PHASED EMPLOYMENT PROGRAM PARTICIPATION**

Instructions: To request consideration for participation in Skidmore's voluntary Phased Employment Program, you must be a regular, active employee whose age and length of service combine to equal not less than 70. Additionally, to be eligible, you must be at least 50 years of age and have attained a minimum of 15 years of full-time service or its equivalent, and have been employed by the College full-time during at least the last seven years. The application deadline is October 1 of the calendar year preceding that in which you wish to begin phased employment. Applications should first be submitted to his/her office director or department chair, then to their dean if applicable or if not, then to their vice president. All requests will be evaluated based on planning, personnel needs, space and support requirements as well as other pertinent factors.

**PLEASE PRINT**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position Title/Rank

\_\_\_\_\_  
Department

\_\_\_\_\_  
Department Chair/Office Director

\_\_\_\_\_  
Requested Program Start Date

\_\_\_\_\_  
Requested Program End Date

Description of Phased Employment Proposal (you may attach description to this form if additional space is needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

The following signatures are required as they approve the Plan (or modified version):

\_\_\_\_\_  
Department Chair/Office Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative's Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_

ACTION:       Approved

Denied

Phased Employment Program