**元智大學教職員工退休申請表YZU Retirement Application Form**

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| 姓名Name |  | 單位Service Unit/Office  |  | 資位Position |  |
| 退休事由Reasons for applying for retirement | 【教職員】Faculty□自願退休（年滿60歲或任職滿25年） Voluntary retirement (One who is aged 60 or older or has been employed for 25 years)□屆齡退休（年滿65歲或教授延長服務期滿） Age-mandated retirement (One who is aged 65 or older or has reached the due date of extended service) |
| 【非編制職工、專任工友】Staff not within the accredited staffing of the University, full-time janitors□自願退休(有下列情形之一者) Voluntary retirement (The member who meets one of the following circumstances)□任職滿15年且年滿55歲者One who has been employed for 15 years and is aged 55 or older□任職滿10年且年滿60歲者 One who has been employed for 10 years and is aged 60 or older□任職滿25年(含)以上者 One who has been employed for 25 years□屆齡退休（年滿65歲） Age-mandated retirement (One who is aged 65 or older) |
| 日　　期Date | 擬最後在職日： 　　 年　 　月　 日The last date of service expected: year month date擬退休生效日： 　　 年　 　月　 日The effective date of retirement expected: year month date |
| 申請人Applicant | 單位主管Office Director | 院長College Dean | 人事室Personnel Office | 秘書室Secretariat Office | 副校長Vice President | 校長President |
|  |  |  |  |  |  |  |
| 簽閱日期Date of Approval |  |  |  |  |  |  |
| 備註Notes：1. 教師屆齡退休者至遲得服務至年滿65歲之當學期結束止；自願退休者，除有特殊原因且不影響教學者外，其退休生效日以二月一日或八月一日為準。

Teachers reaching retirement age may continue to serve until the end of the academic semester in which they turn 65 at the latest. For those who retire voluntarily, the standard effective date for such retirements will be February 1 or August 1, unless there is some special reason to retire on some other date that the retirement will have no adverse effect on teaching.1. 申請退休人員請先填妥本表並完成簽核程序後，由人事室通知申請人繳交相關表單及文件。

For those who apply for retirement, please complete this form and the signing process first, then the Personnel Office will individually notify applicants to submit relevant retirement forms and documents.1. 配合學校提報作業時程，本表單請於退休生效日期之五個月前完成簽核（適用勞基法新制職工於退休生效日一個月前完成簽核），其餘請領表單及相關文件隨後送交人事室，俾便請領退休金。

To cooperate with the University's submission schedule for retirement application procedures, please complete this form and ensure that the signing process is completed five months before the effective date of retirement. Submit the remaining required forms and relevant documents to the Personnel Office to facilitate the subsequent application procedure for pension benefits. |