



YOUR RETIREMENT ROADMAP

A Checklist for your Retirement

#1

Pre-retirement transitional leave (optional to eligible employees)

- [Eligible employees](#) have the option of easing into retirement. If you're within two years of retiring, you can work out a [special working arrangement](#). Employees who agree to this arrangement **must retire at the end of the leave period**
- Submit the [application](#) to your manager at least **6 weeks** before you want to begin your arrangement.
- 12 months before you want to retire, take the [Pre-retirement Workshop for Federal Public Service Employees](#) and watch the [retirement video series](#).

#2

Preparing for Retirement

- Check your [pension options](#) and [group insurance benefits plan](#). Calculate your pension using the [basic income calculator](#).
- Check to see which of your [public service group insurance benefits](#) plan you are eligible for after you retire.
- Submit all leave requests before your departure and verify that your contact information in the HRMS is correct.

#3

Submit your Notice of Retirement

- Review Tips and Tricks to help determine best retirement date.
- Consult with an HR advisor through [HR Connect RH](#) to discuss your plan and choose your retirement date.
- At least **3 to 6 months** before your departure, complete the [Notice of Retirement form](#) and submit to your manager, who will submit it to the HRSS no later than **6 weeks before** retirement date.
- Once your manager receives it back from the Pay Centre, you or your manager must forward it to the [Pension Centre 3 months](#) before your retirement date.

#4

Call the Pension Centre to receive your pension package

- Submit all forms from the retirement package to the Pension Centre **at least 6 weeks before** your retirement date.
- **3 months** before your retirement date, call the [Pension Centre](#) to receive your pension package and share your chosen retirement date.
- Return the completed forms **any time** before your departure.

#5

Before you Retire

- Complete the [Naming a Beneficiary form](#) and submit it to the [Pension Centre](#) to designate a beneficiary under the [Supplementary Death Benefit plan](#).
- Complete the DND out-clearance form and return it to your Unit Security Supervisor.
- Return your building pass, along with any other DND items (i.e., laptop, PKI card, etc.).

#6

Start receiving your pension payments

- Pension payments begin when the retirement package has been returned to the Pension Centre, the Notice of Retirement form is submitted by your manager and you have actually retired.
- Your first pension payment should come within **45 calendar days** of retirement