



UNION OF NATIONAL DEFENCE EMPLOYEES

a component of the Public Service Alliance of Canada



UNION DES EMPLOYÉS DE LA DÉFENSE NATIONALE

un élément de l'Alliance de la Fonction publique du Canada

30910 RETIREMENT/RELEASE GIFT - MEMBER REQUEST FORM

Email information *FORM & DOCUMENTS* to trea.30910@unde.org and 30910@unde.org

In accordance with Policy 3 – Retirement / Release Policy of Local 30910 Bylaws,

I, _____ PSAC# _____ request to receive my retirement gift.

Reason: ☐ Retirement

☐ Resignation

☐ WFA

☐ Other _____

Date I became Member Local 30910 / Hired Indeterminate/Term: _____

Termination Effective Date: _____

☐ Provided copy of approved resignation form or email from management.

☐ Provided proof of public service employment (Oracle Job Summary report from Pers Svcs)

Address: _____

Phone: _____

Email: _____

Signature

Date

UNDE Local 30910 Bylaws & Policies
1 October 2018
Policy 3 Retirement / Release Policy

Article 1. Upon retirement/release (including voluntary release) from the Public Service, a full member in good standing of the LOCAL with a minimum of two (2) years of continuous membership in the LOCAL shall receive a gift of \$15.00 for every year of membership with LOCAL 30910. No period of membership will be remunerated twice. Continuous membership will be deemed to include any periods of leave without pay (LWOP) or assignments/acting to other locals up to 18 months.

Article 2. Members retiring / releasing shall notify the LOCAL Executive or their Shop Steward, in writing, of their proof of service, retirement / release date and forwarding address / contact information. (NOTE: a copy of the approved resignation form or email can be used for this purpose). Notification should be given with as much advance notice as possible. Requests for retirement / release entitlements for retirement / release that occurred more than 12 months after the date of retirement / release shall not be entertained. Any request that do not meet the criteria above will not be processed. Should there be disputed request, the Executive will make the final determination.

Article 3. Provisions in the event of WFA release situation well be identified at that time and will be approved by the General Membership