



# Retirement – Years of Service Cheque Application

Effective April 2025

The UBC Employees Society No 116 offers our retiring members in good standing, a retirement gift. This gift is calculated at \$15.00 per year of service. This may be requested by a society member, steward, manager, supervisor, colleague or the member themselves.

## Member Details

Name of Retiree: \_\_\_\_\_

Department / Unit: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Requested by: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Confirmed

Hire Date: \_\_\_\_\_

### How should this be gifted?

Pick up Cheque by Steward

Retirement Date: \_\_\_\_\_

Pick up Cheque by Colleague

Years of Service: \_\_\_\_\_

Mail out to home address

Cheque Total: \_\_\_\_\_

Other: \_\_\_\_\_

## Society Use

Picked up – Initial & Date: \_\_\_\_\_

Cheque Number: \_\_\_\_\_

Date on Cheque: \_\_\_\_\_

Mailed out – Initial & Date: \_\_\_\_\_

Amount of Cheque: \$ \_\_\_\_\_