



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	How should this be gifted?
Hire Date: _____	<input type="checkbox"/>	<input type="checkbox"/> Pick up Cheque by Steward
Retirement Date: _____	<input type="checkbox"/>	<input type="checkbox"/> Pick up Cheque by Colleague
Years of Service: _____	<input type="checkbox"/>	<input type="checkbox"/> Mail out to home address
Cheque Total: _____	<input type="checkbox"/>	<input type="checkbox"/> Other: _____

Society Use

Picked up – Initial & Date: _____

Cheque Number: _____

Date on Cheque: _____

Mailed out – Initial & Date: _____

Amount of Cheque: \$ _____