

# PEINU 2010 RETENTION INCENTIVE APPLICATION

(OPEN TO PERMANENT REGISTERED NURSE PEINU EMPLOYEES ONLY)

Form to be submitted to your Human Resources Department by December 18, 2009

NAME: \_\_\_\_\_ EMPLOYEE ID \_\_\_\_\_

WORKSITE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

*Note: Employees reaching their 25 years service during the current year, are encouraged to make application during the annual application process. Applications received after the annual date, must be submitted at least four (4) weeks prior to the month of eligibility.*

\_\_\_\_\_ I am currently receiving the Retention Incentive and renewing my application for 2010  
(Choose below whether you are applying for the Premium or Pensionable Wage Rate)

\_\_\_\_\_ As of January 2010 - I have had at least 25 years service in nursing  
(Please see over for calculation of service years and definition of breaks in service); OR

\_\_\_\_\_ My 25 years service in nursing will be reached during this year after January  
Indicate month you will have the 25 years service: (month) \_\_\_\_\_

Please provide your Initial Licensure Date \_\_\_\_\_  
Month and Year

**I HEREBY MAKE APPLICATION FOR THE:** (Choose one below -  $\sqrt$  or both if applicable)  
(Note: If eligible for the premium for the first part of the year and the wage rate for the balance of the year  $\sqrt$  both and identify the applicable date)

\_\_\_\_\_ **RETENTION INCENTIVE (Non-Pensionable) PREMIUM**  
**(supporting documentation not required but should be kept for auditing purposes)**

**Criteria:** You are eligible for this premium if you meet all the following criteria:

- At least 25 years service in nursing
- Hold a permanent position
- Under the age of 60
- Electing to remain at work for the balance of the calendar year

\_\_\_\_\_ **RETENTION INCENTIVE (Pensionable) WAGE RATE**  
**(Please provide a copy of your most recent pension statement)**

**Criteria:** You are eligible for this pensionable wage rate if:

- Hold a permanent position
- A minimum of age 55 and have 30 years of pensionable service in the Prince Edward Island Government Pension Plan (CSSF) OR
- Age 60 or over with at least 25 years service in nursing
- Electing to remain at work for the balance of the calendar year
- Above Criteria will be Reached as of: (Date) \_\_\_\_\_  
Month and Year

**NOTE:** Employees unsure as to whether they meet the 30 years pensionable service criteria can contact their Human Resources Department.

=====

## WORK COMMITMENT DECLARATION

By signing this application to receive the retention incentive premium and/or wage rate, I declare the above information to be true and I commit to work as a permanent employee for the Prince Edward Island Department of Health for the balance of the 2010 calendar year. Should I not fulfil this work commitment, I understand I will be required to repay the total retention incentive premium and/or wage rate dollars received during this calendar year prior to termination.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(EMPLOYEE)

The Department of Health is very appreciative of your prior years of nursing service with us and we are extremely pleased that you plan to continue your service for at least the balance of the 2010 calendar year. Please have your Manager sign this form acknowledging awareness of your commitment to work the balance of the year.

Manager's Signature \_\_\_\_\_

**Breaks in Service To Be Deducted from Service Calculation:** Any period of time you were not working as a Registered Nurse for twelve continuous months **or more**, deduct the full number of months. e.g. - 12 months or more break for: personal leaves of absence, staying home with children (excluding maternity and parental leaves), care for family members, educational leave, deferred salary leave, breaks to work at other non-nursing employment.

**Breaks in Service - Not to be Deducted from Service Calculation:** Maternity or parental leaves, leaves for your own illness or disability (i.e. WCB/LTD/Sickness), or breaks of less than twelve months duration

### CALCULATION - YEARS OF SERVICE

- 1) Initial Registration Date month/year \_\_\_\_\_
- 2) Numbers of months since initial Registration up to January, 2010 (*count the registration Date as one full month regardless of which day of month you obtained the Registration*) \_\_\_\_\_
- 3) Deduct # of months there were breaks in service (see definition of break in service - above) Less: \_\_\_\_\_
- (Do not include breaks of less than twelve months duration and breaks related to maternity or parental leave, LTD, WCB and Paid/Unpaid Sickness)
- 4) Total months minus breaks in service Equals \_\_\_\_\_
- 5) Divide #4 by 12 (to get years of service) \_\_\_\_\_

Example:

1) Initial Registration Date -	May 16, 1979	
2) Months since registration to January 2010 -	30 years (1980 to 2010) x 12 = (360 months) + 8 months for initial year	= <u>368</u> months
3) Less breaks in service (Not working for 24 months and on deferred salary for 12 months)		<u>36</u> months
4) Total months		= 332
5) Divide	332 / 12	= 27.66 years

Based on this example, employee is eligible for retention incentive premium.

**Please Note: It is recommended that you retain supporting documentation providing proof of 25 years service in nursing for auditing purposes.**

*To be Completed By HR/Payroll:*

Meets Nursing Service Eligibility _____	PeopleSoft Entry Made _____	
Meets Pensionable Wage Rate Eligibility _____	Payroll Entry Made _____	
Employee PS Record # _____	Retroactive Calculation _____	N/A ____
Pension & Benefits Notified _____		