



UNIVERSITY of NORTH ALABAMA

SPECIAL VOLUNTARY RETIREMENT INCENTIVE (SVRI)

TENTATIVE PROGRAM TIMELINE AND DEADLINES

EVENT	DATE	DEADLINE
Announcement	November 9, 2022	
Application Period	January 9 – February 15	
DEADLINE: Application (to Human Resources)		February 15 @ 4:30 pm
Distribution of Benefits Disclosure and Election Form	March 20 by 4:30 pm	
Board of Trustees Meeting (where program will be considered for approval)	March 17	
DEADLINE: Benefits Disclosure and Election Form – signed (to Human Resources)		April 3 @ 4:30 pm
Distribution of Separation Agreement and Release (review by financial advisor and/or attorney advised)	April 5 (on or before)	
Participation and TRS Retirement Application Period (by appointment with Becky Price)	April 1 - April 28 (for 6/1 retirement date) May 1 – May 18 (for 7/1 retirement date)	
DEADLINE: Participation Materials (to Human Resources; if not completed and returned during TRS retirement application appointment).		May 22 @ 4:30 p.m.
Separation Agreement and Release Deadline (to Human Resources)		May 22 @ 4:30 p.m.
Last Day to Revoke/Cancel the Separation Agreement and Release		7th calendar day after signing by employee