LETTER FROM THE DIRECTOR HUMAN RESOURCES

TO: Faculty of Education (Academic) Staff
Australian Catholic University

The University has commenced the implementation of the Faculty of Education Workforce Renewal Program inclusive of a Voluntary Early Retirement Scheme.

The voluntary early retirement scheme is available to eligible Faculty of Education academic staff and the purpose of this letter is to provide you with relevant information about the scheme for your consideration. This information kit provides you with:

- A range of documents which have been designed to describe and explain the scheme;
- Advice about the means for you to obtain further information critical to your decision making; and
- The relevant forms to request information about and to apply for voluntary early retirement.

The voluntary early retirement scheme presented for your consideration provides very real benefits for eligible Faculty of Education academic employees seeking to take voluntary early retirement. Before making a decision in relation to the scheme you are requested to read both the Voluntary Early Retirement Scheme Outline and the associated Questions and Answers. These have been designed to communicate the key elements of the program and information to assist your understanding and subsequent decision-making.

Should you wish to explore the scheme further you should use the Voluntary Early Retirement benefit calculator on the Human Resources homepage located under “HR Strategic Initiatives” which will provide an indication of your likely retirement benefit. Benefits associated with superannuation can be provided upon written request by completing the online form “Superannuation Benefit Request” and emailing the form to Early.Retire@acu.edu.au.

The Dean and I will visit Melbourne Campus (St Patrick’s), Strathfield Campus (Mount Saint Mary) and Brisbane Campus (McAuley at Banyo) during the week commencing 16 March 2009 to discuss the rationale behind the introduction of the scheme and answer any questions or concerns. We will be accompanied by Mr David Keegan, Coordinator, Remuneration and Benefits and a local representative from UniSuper who will provide general information on superannuation, taxation and benefit related matters associated with Voluntary Early Retirement.

Should you decide to pursue Voluntary Early Retirement you are strongly advised to seek independent financial advice to ensure that you maximise your personal advantage from any benefit that you may receive.

When you have acted on all the above and if you do decide to formally express interest in taking voluntary early retirement, it is important that you complete the online Voluntary Early Retirement Expression of Interest Form and email the form to Early.Retire@acu.edu.au by no later than close of business, Monday 20 April 2009.

Diana Chegwidden
Director, Human Resources