

# Retirement Check List



## RETIRING TEAM MEMBER'S INFORMATION:

Name:

Years of Service:

Date of Retirement:

Home Address:

Email (non-uva):

Retiree's Telephone Number:

Manager Name:

Manager Email:

Department:

**We are unable to schedule in-person celebrations until further notice.**

## GIFT SELECTION:

- 1. 20-29 years of service:
  - a. Leather Bag
  - b. Watch
  - c. Framed Print
  - d. Needlepointed Rotunda Pillow
- 2. 30 or more years of service:
  - a. Rocker (please choose a color option):  
(Because this chair is a \$500.00 value, the team member will be taxed on \$100.00 in his or her last paycheck.)
  - b. Captain's Chair (please choose a color option):
  - c. Lincoln Clock
  - d. iPad from Cavalier Computers

Permission to Announce Retirement in Connect:

Please type your name below to electronically sign, verifying all information above:

Questions or concerns? Contact [askhr@virginia.edu](mailto:askhr@virginia.edu)

**SUBMIT FORM**

## 20-29 YEARS OF SERVICE

**UVA Leather Duffle Bag**



**Needlepointed Rotunda Pillow**



**UVA Watch**



**UVA Framed Print**



## 30 OR MORE YEARS OF SERVICE

**UVA Boston Rocker**



**Lincoln Clock**



**UVA Captain's Chair**



**Black with Cherry Arms  
and Seal**

**Black with Cherry Arms  
and Seal**

**All Black  
and Seal**