



# EARLY RETIREMENT INCENTIVE

## FREQUENTLY ASKED QUESTIONS

### WHAT IS THE EARLY RETIREMENT INCENTIVE?

The Early Retirement Incentive (ERI) allows eligible employees to retire with an immediate, unreduced pension, calculated based on their years of pensionable service. Normally, retiring early results in a reduced pension; under this program, that reduction does not apply.

The program is:

- **Voluntary.** Participation is a personal choice.
- **Temporary.** Applications are only accepted for a limited time.
- **Time limited-** Approved retirements must occur by a fixed date.
- **Subject to approval.** Meeting eligibility requirements does not guarantee approval.

### DO I HAVE TO PARTICIPATE?

No. Participation in the ERI is entirely **voluntary**. Employees must apply and be approved to participate.

### WHO IS ELIGIBLE TO APPLY FOR ERI?

To be eligible to apply to the Early Retirement Incentive program, you must meet the following eligibility parameters on the day you cease to be employed (the day following your last day of employment), with your date of retirement being no later than January 20, 2027.

If you joined on or before December 31, 2012 (Group 1):

- At least 50 years old
- At least 2 years of pensionable service
- At least 10 years of public service employment

If you joined on or after January 1, 2013 (Group 2):

- At least 55 years old
- At least 2 years of pensionable service
- At least 10 years of public service employment

## HOW WILL I KNOW IF I AM ELIGIBLE?

Eligible employees will receive a confirmation letter from the Public Sector Service Pension Plan.

If you think you are eligible but didn't receive an email or a letter, contact the [Pension Centre](#).

## IF I HAVE ALREADY SUBMITTED A RESIGNATION/RETIREMENT APPLICATION, CAN I NOW RESCIND THAT APPLICATION AND APPLY FOR THE EARLY RETIREMENT INCENTIVE?

As this is a federal government program and as per the federal Treasury Board Secretariat, employees who have already submitted a resignation or retirement application that has been officially accepted by the Employer, cannot rescind or postpone their resignation or retirement.

## HOW DO I CONTACT THE PENSION CENTRE?

[Public Service Pension Plan - Contact Information](#)

When contacting the Pension Centre, you will need your Personal Record Identifier ("PRI" number).

## HOW CAN I FIND MY PRI NUMBER?

You can find your PRI in HRIS:

Navigator > Employee Self Service > Leave Details/Benefit Info > enter Employee ID# > Employee Information

## WHAT IF I MEET THE REQUIRED AGE OR YEARS OF SERVICE AFTER THE PROGRAM BEGINS?

The eligibility parameters (age and years of service and employment) must be met during a 300-day period from when the program began. If you meet them during the 300-day period, you would only be able to retire after you have met them. This means you would need to retire after you become eligible but before the program ends. For example, if you meet the criteria on September 25, 2026, you would only be able to retire on September 25 or after that date and before January 21, 2027.

## WHAT IS THE MAIN BENEFIT?

The ERI allows eligible employees to retire early and receive a pension without the usual reduction applied for early retirement.

## IS APPROVAL GUARANTEED IF I MEET THE ELIGIBILITY CRITERIA?

No. Meeting eligibility requirements does **not guarantee approval**.

While eligibility is set by the federal government, approval depends on operational considerations. Departments may only support applications where they can confirm that:

- There is a need to reduce the workforce
- Services to residents can continue to be maintained
- Current and future operational and business needs can continue to be met

Applications are reviewed case by case, and **final approval is required before a retirement date can be confirmed**.

## HOW DOES EARLY RETIREMENT NORMALLY AFFECT PENSIONS?

Under normal circumstances, your pension is reduced by **5% for each year** you retire before reaching eligibility for an unreduced pension.

## HOW WILL MY PENSION BE CALCULATED?

Your pension will still be based on:

- Your years of pensionable service
- Your average salary (typically your best 5 consecutive years)

**The ERI does not increase your pension, but it removes the penalty for retiring early.**

## WHAT IS THE APPLICATION PROCESS?

Before submitting an application, employees must notify their manager of their intent to apply to the Early Retirement Incentive and discuss possible retirement dates.

Applications need to be reviewed by your Deputy Minister and the Department of Finance for final approval.

Applications are reviewed case by case. It's important for all employees to understand that:

- ERI is not an entitlement.
- Not all applications can be approved.
- Operational needs will always be a key consideration.
- **Final approval is required before a retirement date is confirmed.**
- Employees whose applications are approved must retire no later than January 20, 2027.

## WHERE CAN I FIND THE APPLICATION FORM?

Download the form [here](#). If you experience trouble downloading the document, please see instructions from the Government of Canada [here](#).

## HOW WILL APPLICATIONS BE ASSESSED?

Departments will review applications based on you meeting the basic age and years of service eligibility and considering:

- Operational requirements
- Workforce reduction needs
- The ability to continue delivering services

## IS THERE A DEADLINE TO APPLY?

Yes. The ERI is a time limited program, and applications must be submitted within the specified application period, however, if you are interested you are encouraged to apply early

**Early Retirement Incentive program period (300 days):** March 26, 2026, to January 20, 2027

**Application period:** March 26 to July 24, 2026 (**Applications submitted after July 24, 2026, cannot be considered.**)

**Latest retirement date if approved:** January 20, 2027

## HOW CAN I ESTIMATE MY PENSION?

You can estimate your pension using:

- Available **online pension calculators** - [Basic pension calculator](#). However, it is best to contact the [Pension Centre](#) to have an estimation of your pension prepared for you.

For assistance:

- Schedule an Early Retirement Incentive program pension counselling appointment with the Government of Canada Pension Centre using the booking tool, available at [Canada.ca/employee-pension-appointment](#), or by calling the [Pension Centre](#).
- Refer to the [examples of pension calculations](#) provided to help understand the incentive.

## WILL ERI INCREASE MY PENSION AMOUNT?

No. Your pension amount is based on your **actual service and salary history**.

The ERI only removes the **early retirement reduction**.

## WHAT SHOULD I CONSIDER BEFORE APPLYING?

Employees considering retirement under any program are encouraged to:

- Review [official federal program information](#)
- Create a pension estimate using the [pension calculator](#)
- [Book a pension counselling appointment](#) or contact the [Pension Centre](#) to understand personal financial impacts

## WILL MY HEALTH BENEFITS CONTINUE IF I AM APPROVED FOR THE PROGRAM?

You may be eligible to apply for coverage in retirement.

- Contact the [Pension Centre](#) to discuss the possibility of continuing coverage when you begin receiving your pension.
- You can find more information by visiting PSHCP.ca > Coverage > Leaving the Plan: <https://www.pshcp.ca/coverage/leaving-the-plan>

## WILL I QUALIFY FOR SEVERANCE PAY?

Refer to your applicable Collective Agreement or Employee Handbook for information regarding severance pay. If applicable, your severance will be paid on your final pay.

You can find copies of the Collective Agreements and Employee Handbooks on the My HR website: <https://my.hr.gov.nt.ca/resources/terms-employment>

## WILL I BE ABLE TO USE MY BANKED ANNUAL LEAVE BEFORE I RETIRE?

You will need to speak to your supervisor about utilizing your leave before your retirement date. Any leave used must conclude on or before January 20, 2027.