**PERAA CONTRIBUTORY SCHEME**

**XAVIER UNIVERSITY**

**HUMAN RESOURCES OFFICE**

 **DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TO PERSONNEL OFFICER:**

 I have decided to make my PERAA plan contributory starting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I understand that an amount subject to University PERAA policies shall be deducted from my salary every month to accumulate and earn interest and identified as the employee’s share. I also understand that this accumulated value can be withdrawn by me upon resignation or retirement from the University.

Sign above printed name

 UNIT

Copies: Employee/ HR Office /Finance

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