



Retirement Policy

April 2013



Retirement Policy and Procedure

Policy Statement

The organisation does not operate any compulsory or contractual retirement age. Instead, the organisation operates a flexible retirement policy which allows employees to choose to retire at any time after the age of 67.

Procedure

An employee who decides to retire (at any time after age 67) should provide written notice to their line manager in accordance with the terms of their contract of employment. Upon receipt of this notice the HR department will arrange to meet with the employee to discuss preparation for retirement and, where relevant, occupational pension provision.

Employees may, however, notify the organisation up to [two/three] years before the time they intend to retire of their intentions. This early notification will allow the employer to offer the employee certain pre-retirement options and benefits (see below).

1. The organisation will offer pre-retirement training at no cost to the employee. Details of this training are available from the HR department on request.
2. The organisation will normally offer an employee within two years of retirement the option to reduce his or her hours of work, so as to enable the employee to adjust gradually to full retirement. What is offered will depend on the extent to which it is feasible for the organisation to offer reduced hours, which in turn will depend on the nature of the employee's job and operational requirements at the time.

Signed: _____

Date: _____

Policy review date: _____