

## FLEXIBLE RETIREMENT

### 1. Introduction

- 1.1 The Local Government Pension Scheme (LGPS) contains provision for employees aged 55 or over to request some, or all, of their pension as long as they meet certain criteria.
- 1.2 Such a request will incur “actuarial costs” i.e. costs associated with withdrawing pension entitlement early, and normally these will be met by the employee by a reduction in the benefits they receive. The County Council can choose to waive this reduction in exceptional circumstances e.g. where the employee has had to amend their working arrangements to care for a chronically ill partner.

### 2. Manager's Responsibility

- 2.1 The manager of an employee who applies for flexible retirement must always discuss the possibility with their line manager, but is entitled to decline the request when there is no benefit to the organisation.
- 2.2 An illustration of the benefits payable and any potential costs should be obtained from the Treasury and Pensions Group via the HR Advisory Service.
- 2.3 The manager must seek permission for the flexible retirement from their Strategic Director if the Council is being asked to waive the reduction (see item 1.2 above).
- 2.4 The manager must inform the HR Service Centre by completing a 'Leaver Details Form'.
- 2.5 A 'Contract Details Form' will also be required to restart the employee on their new employment arrangements.

### 3. Employees – Flexible Retirement

- 3.1 The employee must give their manager as much notice as possible, at least 20 working days, in order to seek appropriate permission.
- 3.2 When flexible retirement is not seen to be in the Council's interests for any reason, then permission will be withheld
- 3.3 If granted flexible retirement, the employee will need to reduce the hours they work or take up a position on a lower grade. They will need to have a break in service of a clear week.

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- 3.4 A clear week means a break in service which incorporates as a minimum a seven day period specifically running from a Sunday to the following Saturday inclusive.
- 3.5 This break in service will mean that all enhancements to entitlements e.g. annual leave, sickness etc, which are determined by length of service will cease, and will restart from their base level.

#### 4. **HR Service Centre**

- 4.1 Upon receipt of a Leavers Details Form, the HR Service Centre will complete a PEN4 form to inform the Pensions Service.
- 4.2 The employee will be sent an LGPS Membership Form so they can indicate whether or not they wish to continue contributing.
- 4.3 The employee's record will be terminated with a reason of 'retirement'.
- 4.4 A new person and assignment record will be created to reflect the new continuous service date and a new contract will be issued.

#### 5. **Who to Contact for Help**

- 5.1 For assistance with processing requests contact :-  
*HR Service Centre*
- 5.2 For general advice and guidance contact :-  
*HR Advisory Service*
- 5.3 For detailed information on your pension contact :-  
*Treasury & Pensions,*

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