ACADEMIC RETIREMENT PROCEDURE

Academic staff will retire on 30 September in the academical year in which they reach their 67th birthday

THREE ACADEMICAL YEARS IN ADVANCE OF RETIREMENT

HR Office sends list of retiring Academics to Head of Division

Head of Division holds informal discussions regarding the options:
- VRA
- DoR
- Consultancy
- Retirement

Following informal discussions, Head of Division returns completed paperwork to HR Office

TWO ACADEMICAL YEARS IN ADVANCE OF RETIREMENT

OCTOBER

Central HR provides Head of Department with lists of Academics retiring on 30 September in two years' time

By 31 OCTOBER

Head of Department writes to Academics setting out the options available at retirement age

By 31 DECEMBER

Workplace discussion between the Academic and the Head of Department concerning future plans and the options available.

PRE-RETIREMENT OPTION

Apply for flexible retirement, working reduced hours and drawing part of pension for a period before full retirement at the age of 67

By 31 DEC

RP4 form completed and returned to Head of Department

A further workplace discussion may take place

The Head of Department will make a recommendation (if appropriate) to Central HR and applications forwarded to Central HR

Individuals informed of outcome within 28 days, either approved or not approved

By 1 JULY

If approved:
- Dept HR office to make a leaver on CHRIS three months prior to retirement date
- Departure memo issued and EDDA updated by Dept HR Office
- Research Office to make a visitor if applicable

30 SEPT

Retirement date

RETIREMENT

Retire at normal retirement age (or earlier, subject to giving notice)

By 31 DEC

Record of workplace discussion form (RP3) completed if not ready to decide and a further workplace discussion may take place

If ready to retire, Intention to Retire (RP1 form) completed and returned to Head of Departmen and then submitted to the Pensions Office with a copy to Central HR

By 1 JULY

- Dept HR office to make a leaver on CHRIS three month's prior to retirement date
- Departure memo issued and EDDA updated by Dept HR Office
- Research Office to make a visitor if applicable

30 SEPT

Retirement date

POST-RETIREMENT OPTIONS

Retire at normal retirement age and apply for a VRA in accordance with applicable procedures

By 31 DEC

VRA1 form completed and returned to Head of Department

By 28 FEB

The Head of Department will make a recommendation (if appropriate) to the Central HR Committee and applications forwarded to Central HR for consideration by Technology HR Committee

By 30 APRIL

Central HR Committee considers requests

By 31 MAY

Individuals informed of outcome, either approved or not approved

By 1 JULY

If approved:
- Dept HR office to make a leaver on CHRIS three month's prior to retirement date
- Research Office to request details required to change to visitor status
- Change of status memo issued and EDDA updated by Research Office

30 SEPT

Retirement date - 2 week break required before taking up VRA and switching to visitor status.

Request continuation of employment in an unestablished capacity on a fixed term basis, full or part time (DoR)

By 31 DEC

Request to continue beyond retirement age (RP2 form) completed and returned to Head of Department

By 28 FEB

The Head of Department will make a recommendation (if appropriate) to the Central Approval Committee and applications forwarded to Central HR for consideration by Technology HR Committee i

By 30 APRIL

Central Approval Committee considers requests

By 31 MAY

Individuals informed of outcome, either approved or not approved

By 1 JULY

If approved:
- Central HR will amend CHRIS and issue a new contract
- Change of status memo issued and EDDA updated by Research Office
- DoR's are self-funded through research grants

30 SEPT

Retirement date – then switches over to DoR

FINAL YEAR PRIOR TO RETIREMENT