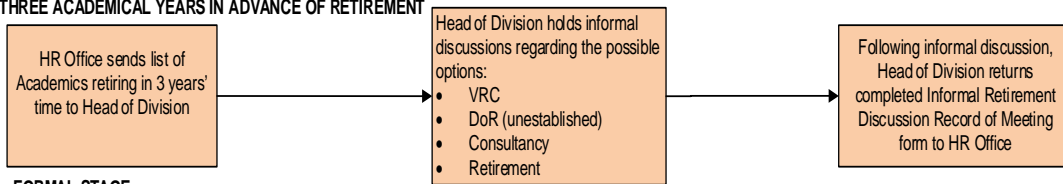


# RETIREMENT POLICY AND PROCEDURE ACADEMIC STAFF

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

## INFORMAL STAGE

### THREE ACADEMICAL YEARS IN ADVANCE OF RETIREMENT



## FORMAL STAGE

### 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. Completed RP3 Record of Workplace Discussion form returned to HR Office.

#### FLEXIBLE RETIREMENT

Reduce working hours after 65 and take some pension

#### By 31 DEC

RP4 form completed and returned to Head of Department

Application acknowledged and a meeting will take place with the Head of Department within 28 days

Applications forwarded to Central HR Business Manager once permission to take flexible retirement granted by Head of Department

Individuals informed of outcome in writing, either approved or not approved

#### BEFORE 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

#### NORMAL RETIREMENT

Decision to retire at 67 (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 Department and then submitted to the Pensions Office with a copy to Central HR

#### BEFORE 1 JULY

• 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

#### DELAYED RETIREMENT

##### UNPAID

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

#### By 31 DEC

Request to continue beyond retirement age (Part 1 of RP2A and RP2B forms) completed and returned to Head of Department with CV

#### By 28 FEB

The Head of Department will consider whether or not to support the application and completes Part 2 of RP2A and RP2B forms.

Central Approval Committee considers requests

Individuals informed of outcome, either approved or not approved

#### BEFORE 1 JULY

If approved:  
• Dept HR office to make a leaver on CHRIS three months 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 VRC and switching to visitor status.

##### PAID (FULL TIME OR LESS)

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

#### By 31 DEC

Request to continue beyond retirement age (Part 1 of RP2A and RP2B forms) completed and returned to Head of Department with CV

#### By 28 FEB

The Head of Department will consider whether or not to support the application and completes Part 2 of RP2A and RP2B forms.

Completed documentation and CV forwarded to HR Business Manager for consideration by School HR Committee

HR Business Manager forwards documentation to Secretary of Retirements Committee confirming the position of the institution and individuals informed of outcome, either approved or not approved

#### BEFORE 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/PRA's are self-funded through research grants

#### 30 SEPT

Retirement date - then switches over to DoR/PRA

DECISION STAGE

FINAL YEAR PRIOR TO RETIREMENT

APPLICATIONS CONSIDERED BY CENTRAL COMMITTEE AT ONE OF THE QUARTERLY MEETINGS

DEADLINE FOR APPLICATIONS TO BE RECEIVED BY HR BUSINESS MANAGER FOR CIRCULATION TO THE RETIREMENTS COMMITTEE ARE FRIDAY 17 NOVEMBER 2017, TUESDAY 30 JANUARY 2018, THURSDAY 26 APRIL 2018 AND WEDNESDAY 26 JULY 2018