

Human Resources

Retirement Policy: Standard Operating Procedure

Document Control Summary			
Status:	New		
Version:	V1.0	Dec 2015	
Author/Title:	Pam Burton - HR Advisor		
Owner/Title:	Alex Brett - Deputy Director of HRODE		
Approved by:	Policy and Procedures Committee	Date:	17/12/15
Ratified:	Policy and Procedures Committee	Date:	17/12/15
Related Trust Strategy and/or Strategic Aims	Recruiting, retaining and developing a skilled and flexible workforce.		
Implementation Date:	January 2016		
Review Date:	January 2019		
Key Words:	Retirement, Options, Long Service		
Associated Policy:	Retirement Policy		

Contents

1. Procedure for Employee Retirement.....	2
2. Procedure for Application of Long Service Certificates and Gift.....	2
3. Options for Retirement.....	2
4. Additional Information.....	3
Appendix 1 - Retirement Certificate & Gift Application form.....	4

Change Control – Amendment History

Version	Dates	Amendments

1. Procedure for Employee Retirement

Employees may voluntarily retire at a time of their choosing and may draw their pension in accordance with the NHS Pension Scheme rules. The Trust cannot require employees to retire at a set age. Employees must give a minimum of 6 months written notice to their line manager detailing their intention to retire. This letter must be signed and dated and submitted to their line manager. This is so that appropriate administration of the retirement, succession planning and cover arrangements can be implemented.

Following receipt of this letter, the line manager will arrange to meet with the employee for a Retirement Options discussion. Following this meeting, the manager will write to the employee confirming their retirement date and the manager will notify the Payroll and Pensions department using the Trust Termination of Employment Form. The Pensions team will then send a retirement pack to the employee which includes and information booklet, their forecast and statement of membership.

All queries need to be directed to the Pensions Team who will advise or re-direct accordingly. Neither Line Managers nor HR are able to provide pensions advice

2. Procedure for Application of Long Service Certificates and Gift

Applications for Long Service Certificates and gift should be made on the relevant Application Form (**see Appendix 1**) and submitted to Payroll Services department.

3. Options for Retirement

Available options (dependent on which part of the scheme the member is in):

- **Wind down:** as an alternative to retiring, staff can opt to wind down by working fewer days or hours in their current post.

- **Step down:** staff who do not want to leave work altogether, but who would like to give up the pressure and responsibilities of their current role, can step down into a less demanding role that still makes use of their skills and experience.
- **Retire and return to NHS employment:** staff who have reached the minimum retirement age can opt to retire, take all their pension benefits and return to NHS employment.
- **Draw down:** in the 2008 section and the 2015 scheme draw down allow members to take part of their pension benefits while continuing in NHS employment.
- **Late retirement enhancement:** In the 2008 section and 2015 scheme a member can choose to retire later than their Normal Pension Age (NPA) and their pension benefits will be increased by the application of late retirement factors.
- **Early retirement reduced buy out:** in the 2015 scheme members or employers can pay additional contributions to buy out, or reduce, the actuarial reduction that would be applied to their pension were they to retire before their NPA.

All flexible retirement options will have an impact on NHS Pensions; more information can be obtained from following the link below

<http://www.nhsemployers.org/~media/Employers/Publications/WLG%20Flexible%20retirement%20quick%20guide%20for%20employees.pdf>

4. Additional Information

<http://www.nhsbsa.nhs.uk/pensions>

Appendix 1

Retirement Certificate & Gift Application form

Please complete and send this application form at least 1 month before the employee retires.

The Trust Retirement Policy provides for a long service certificate and a long service gift voucher for staff who have completed 10 or more years with the Trust or the NHS when they retire.

The value of the gift voucher is £5.00 for each completed year of service.

Request for Certificate/Gift Voucher

Please arrange to supply the following (tick as appropriate)

a) Retirement Certificate

b) Retirement Gift voucher

c) Please tick preferred store for gift vouchers
(Please note that restrictions may apply & the choices below cannot always be guaranteed)

Marks & Spencer's

Argos

Debenhams

d) Total Value
£.....

e) Name to be printed on the certificate.....

Details of Person Retiring

Full Name.....

Base/ Dept.....

Service with South Staffordshire and Shropshire Healthcare:

Date of Commencement

Date of Retirement.....

Previous Service details prior to service with South Staffordshire and Shropshire Healthcare

.....
.....

Date required
by.....

Manager
Signature:.....
Print Manager
Name:.....
Date:.....
....

Contact Name and Telephone number of person collecting the certificate and gift:
.....

**The completed application form should be returned to:
The Payroll Department
Trust HQ
Corporation Street
Stafford
ST16 3SR**