



Setting out the School's flexible approach to retirement

The provisions set out in this policy reflect the Employment Equality (Age) Regulations 2006 and the ACAS Guidance 'Age and the Workplace'. The School is committed to adopting a flexible approach to retirement where possible as it recognises the benefits this could have for both employees and the School. The policy applies to employees only. Any time limits referred to in this procedure may be varied by mutual consent. If applicable, please check with your pension provider when planning or making any decision relating to your date of retirement.

The default retirement age was abolished on the 6 April, 2011 therefore with effect from 1 October 2011 retirement will be a voluntary choice. As long as an individual wants to, and is able and medically fit to be able to, carry on working beyond 65, it will be their legal right to do so. No dismissal will take place on the grounds of age.

Purpose of the Guidance

- To outline the process to be followed for all employees approaching their normal retirement age or requesting early or later flexible retirement.
- To ensure a proactive approach is taken towards managing retirement to help maintain Health and Safety of staff and students and operational efficiency.
- To ensure all employees retiring from the School are aware of the choices available to them and are given the facilities to make proper preparations for their retirement.

Managing Performance and Health

Should an individual not able to work, this will be dealt within the managing performance policy and is unrelated to age.

Responsibilities of Notification

Employees considering retirement are advised that, with no specific retirement age, they will no longer receive notification of retirement. It is, however, intended to offer pre-retirement courses to any staff in order for them to make preparations if they wish.

Academic staff are required to notify the Principal in writing of their wish to retire at least two full terms in advance of their planned retirement date.

Operational staff are required to notify their Line Manager of their wish to retire, between 6 and no less than 3 months before their planned retirement date.

Flexible Retirement Options

Wind down:

- Defer retirement and move into part-time work, working fewer days or hours than in the current post, as long as they have been assessed to be medically fit to continue in the role.

Step down:

- Defer retirement and take up a less demanding, lower-paid role by stepping down into a job on an adjusted salary

Peaks/Keep in Touch option

- Retire and start receiving a pension but then return for identified peak periods (via a fixed-term contract).

Employees will be considered for these options and may return provided there are vacancies and/or where a service need has been identified and agreed and formally planned with the



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Principal. Normal pre-appointment assessments and checks must be undertaken for each temporary period worked.

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: June 2018

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NEXT REVIEW: June 2019