

Flexible Retirement Guidance



**Schools for
Every Child**

1. Introduction

1.1 Flexible Retirement is a scheme that allows qualifying members of Pension Scheme to apply to receive their pension early, whilst remaining in employment. It essentially gives qualifying employees flexibility and choice with an increased opportunity to achieve the desired work / life balance, whilst assisting staff to ease into retirement.

1.2 Flexible retirement an option for an individual to consider and apply for if they are over the age of 55 and are reducing their hours and/or moving to a lower graded job. It is subject to Headteacher consent.

2. Eligibility

To be considered for flexible retirement, an individual must:

- Be a member of staff with 2 years or more Pension membership (or three or more months if membership commenced prior to 1 April 2014); and
- Be aged between 55 years and 74 years and 364 days; and
- Reduce their hours by a minimum of 20% in their current job, or go down at least one pay grade, in a new position. - This reduction must be maintained for at least twelve months (allowing for the standard annual increase)

3. Applying

- An individual can apply for flexible retirement once per calendar year
 - There cannot be a trial period for flexible retirement
- If the request does not have the support of Headteacher the individual may appeal in writing to the LSB (who has the final decision)
- There should be a break in service of 48 working hours when applying for flexible retirement