

## **Flexible and Partial Retirement Guidance for Managers**

### **1. Flexible Retirement**

Flexible retirement allows an individual to draw a proportion of their pension while reducing their working hours and continuing to build up more pension savings. Two flexible retirements are permitted, and the third flex must be full retirement and all pension fully drawn.

1.1 Recognising the need for a clear, consistent and transparent approach, the University Management Board (UMB) has approved a framework applicable to all staff regardless of individual pension scheme rules. Whereby, flexible retirement can only be granted where it forms part of a package when full retirement follows, normally within three years, but exceptionally up to five. Any agreement to approve retirement beyond three years must have the approval of the Dean, along with the Chief People Officer.

1.2 A reduction in pensionable salary of at least 10% for NHS pension scheme members and 20% for USS members must be achieved, usually by reducing working hours. This is in recognition that this is the start of a phased journey into full retirement. For clinical staff, this would mean a reduction in the number of Programmed Activities (PAs) worked and not a reframing between PAs and Additional Programmed Activities (APAs), which are non-pensionable. Clinical PAs should not be reduced without first consulting with the NHS Trust.

1.3 Individuals in receipt of National Clinical Impact Awards (NCIAs) (previously known as Clinical Excellence Awards) should retain these; however, the ACCIA must be notified in advance if a pension is being claimed, and they will confirm whether the award will be retained and at what level.

### **1.4 Process and Criteria**

A flexible retirement form will need to be completed by the staff member and must include: -

1. What effect will the proposed change have operationally on both the department and work colleagues?
2. Existing and Proposed Job Plan (*for clinical academic staff only*)
3. What existing research activities are being undertaken, and details of any existing research grants?
4. What existing educational activities, including teaching commitments, supervision of MSc or PhD students, leadership or tutoring
5. How, in your opinion, might this effect be dealt with?
6. As far as you can tell, why/how is your preferred working pattern compatible with the needs of the department?
7. How will you reorganise your work to enable you to reduce your hours?

You'll need to consider whether you can accommodate the request, and you may want to take the following into consideration: -

1. Economic factors
2. Business needs
3. Capacity to re-organise work amongst existing staff (for clinical academic staff this will also require discussion and agreement with the clinical lead at the relevant Trust)
4. What is likely impact on Section/Division/Department/Faculty?
5. If relevant, what is rationale for more than three years?
6. Impact on quality

7. Impact on performance
8. Ability to recruit additional staff
9. Planned structural changes
10. Succession planning
11. Allocation of space

If you agree to the request, a [flexible retirement form](#), along with a [contractual change form](#), needs to be sent to the [Staff Hub](#) for processing. The individual will be written to with confirmation of their new working hours and salary, and that their contract now has an end date. The Pensions team will send any pension forms that need to be completed to claim a pension. This must all be done at least **three months in advance** to allow adequate processing time and to meet pension scheme rules.

1.5 Full retirement is expected to follow in not more than three years from the date of first flexible retirement; however, based on the following criteria below, an exemption could exceptionally be given to **extend to a maximum of five years**. This requires additional approval by the Dean and the Chief People Officer.

1. Commitment to teaching a particular programme
2. Work on a specific project/research grant that requires a longer period
3. Strategic role that requires specialist recruitment
4. Supporting role during departmental transformation or restructure
5. Business continuity

## 2. Partial Retirement

Partial retirement allows an individual to retire fully, draw their full pension, and return to employment after a minimum one-month break on a new contract.

2.1 Recognising the need for a clear, consistent and transparent approach, the University Management Board (UMB) have approved a framework, applicable to all staff regardless of individual pension scheme rules. Whereby, partial retirement (retire and return) can be applied for if an individual has reached their minimum pension age, currently age 55 for most. This involves drawing all of their pension benefits and retiring from the university. Re-employment can be considered, but the contract can only be up to a maximum of 0.5 FTE, and the maximum duration is usually **three years**. Please note that re-employment cannot take place until at least one month after full retirement due to contractual issues and to ensure consistent and fair application across all staff, regardless of their pension scheme membership.

2.2 As with Flexible Retirement, the Dean and Chief People Officer can exercise discretion to agree to re-employment of up to five years if the circumstances and criteria referred to in section 1.5 above can be met. Requests for contracts in excess of 0.5 FTE will not be considered.

2.3 Individuals wishing to request Partial Retirement must complete a [form](#) and give it to you for your consideration. If you are able to approve their request, the form, along with a [Leaver Form](#) and a [New Contract Request Form](#), will need to be sent to the Staff Hub for processing. This must be done at least **three months prior to the retirement date** to meet pension scheme processing requirements.