

# Flexible Retirement

## What is flexible retirement?

Under the pension scheme rules it is now possible, from age 55, to retire and receive pension benefits without completely leaving employment.

However, to do this the scheme employer will need to agree to two things.

- Firstly, under the scheme rules, flexible retirement can only be considered in situations where a pension scheme member has either reduced their working hours or reduced their grade.
- Secondly, the employer will also need to agree to the pension benefits being released.

## Why does the employer have to agree?

In all cases the employer will need to consider the effective running of that office, department etc were the member to reduce their hours or grade, and also there may be a considerable cost to the employer if they agree to pension benefits being paid early.

Each employer will have a policy in place to determine whether or not they will consider requests for flexible retirement. So, a scheme member should ask their Human Resources officer what they need to do to look at the possibilities of making a request.

## What now?

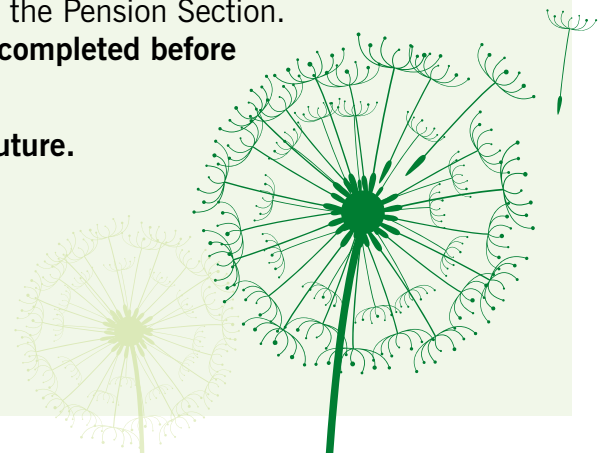
When an agreement has been reached in principle, to a reduction in either hours or grade, with the Human Resources Officer or your Line Manager, both scheme employer and member will both need to know the financial implications. For the member, this will mean what pension figures can be expected and for the employer this will mean what cost to them might be attached to any potential flexible retirement.

Once Sections 1 and 2 have been completed you will need to ensure Section 3 is also completed by sending the form on to your Payroll or HR team so that they can provide us with the pay information that we need to do these calculations. This will need to be done before sending the form on to the Pension Section.

**Therefore please ensure all 3 sections of the form are completed before sending the form on to the Pension Section.**

**The proposed date should be at least 6 weeks in the future.**

The Pensions Section will then send the member a personal forecast, and the employer will receive a statement of cost (if any).



# Flexible Retirement

Request for information only following preliminary agreement

Member Name

National Insurance

Employer

Home Address

Postcode

## Section 1

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To be completed by an authorised Manager/Officer

Please complete one of the following statements:

In either case, the proposed date should be at least **6 weeks** in the future.

It has been agreed **in principle** that the above named scheme member will be able to reduce their working hours from  hours to  hours with effect from  (date).

OR

It has been agreed **in principle** that with effect from  (date) the salary grade for the above named scheme member will reduce from scale point  to scale point

## Section 2

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Details of the authorised Manager or Officer – please write clearly

Name

Job Title

Tel No.

Work Address

Postcode

Signed

Date

The relevant information will be sent to the scheme member and the above named Manager or Officer.

## Section 3

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**Payroll information is required to complete this section. Each employer will have your own internal processes in place to achieve this.**

**The following pay figures are required**

To calculate benefits built up in the **final salary scheme**: Full time equivalent pensionable pay figure in respect of the 12 months up to the date of change mentioned above based on 2008 scheme definition of pay

**This pay figure is £**

To calculate benefits built up in the **main career average scheme**: Actual pay figure in respect of the period from 1st April up to the date of change mentioned above (including any Assumed Pensionable Pay if appropriate) based on 2014 scheme definition of pay

**This pay figure is £**

**If the member has been in the 50/50 scheme at all since last April**: Actual pay figure in respect of the period from 1st April up to the date of change mentioned above based on 2014 scheme definition of pay.

**This pay figure is £**

The dates the member has been in the 50/50 scheme are from:

to

**Complete ALL sections of this form fully and return to:**

**The Leicestershire County Council Pension Section,  
County Hall, Glenfield, Leicester, LE3 8RB**

If this form is received incomplete, then it will be returned to the sender

