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| A close up of a logo  Description automatically generated | **[Retirement Policy]** |
| [Template] |

**This example is intended for guidance purposes and should be adapted to suit your particular organisation.**

The following is an example of a Retirement policy which is provided for guidance only. It should not be regarded as an authoritative statement of the law and should be adapted to suit your own organisation.

Some details of your retirement policy should be shaped by your pensions provider and will need to be added to your policy as appropriate.

**Retirement Policy**

1. Introduction and Aims of the Policy

[NAME OF ORGANISATION] recognises that its success depends on its ability to attract, recruit and retain suitably qualified, skilled and experienced staff.

[NAME OF ORGANISATION] also recognises the importance of supporting its staff to achieve a balance between their work and home life not just during employment but also in planning the transition to retirement at a time and pace which suits the individual.

[NAME OF ORGANISATION] does not discriminate against any employee due to age and as such does not have a mandatory age limit for retirement of its employees.

Employees of [NAME OF ORGANISATION] upon reaching the date at which the state retirement pension is payable will be entitled to continue working for provided that:

• They desire to continue their employment with <Name of organisation>

• They are fit and able to do so

• They meet the agreed job requirements

The policy applies to all directly employed staff irrespective of contracted hours, grade, status or gender.

The aims of the Retirement policy and retirement procedure are:

1. To assist employees who are considering or have taken the decision to retire and outline the options available and support that can be expected
2. To enable employees to leave [NAME OF ORGANISATION] with dignity and respect
3. To help maintain good workplace relationships with other employees

2. Retirement

An employee who decides to retire will therefore be required to resign from their post, submitted in writing, providing the notice required in their contract of employment in the normal way.

It is helpful to understand the intention of employees with regards to their future career and retirement plans, as far as it is possible to enable [NAME OF ORGANISATION] to undertake workforce planning and to assist employees in their career planning process. [NAME OF ORGANISATION] will discuss with all employees irrespective of age their short, medium and longer term career aspirations. We would like employees to engage in open and transparent discussions with their line managers.

It is acknowledged that individual intentions to retire can change due to a variety of personal circumstances and any informal discussions will only be progressed formally once notice to resign has been given.

Options Prior to Retirement

It is recognised that employees may wish to change their working pattern to suit their individual circumstances. It may therefore be possible to agree a flexible working pattern whether or not this is intended to lead directly towards a full retirement.

Employee wishing to work more flexibly would need to submit a flexible working request.

Early Retirement

[IF YOUR ORGANISATION’S PENSION SCHEME ENABLES EARLY RETIREMENT, INCLUDE THIS INFORMATION]

Ill Health

[IF YOUR ORGANISATION’S PENSION SCHEME ALLOWS RETIREMENT ON THE GROUNDS OF ILL HEALTH, INCLUDE THIS INFORMATION HERE]

Flexible Retirement

[IF YOUR ORGANISATION OFFERS THE OPTION FOR FLEXIBLE RETIREMENT (E.G., WINDING DOWN, STEPPING DOWN, RETIRING AND THEN RETURNING), INCLUDE THIS INFORMATION HERE AND REFER TO YOUR PENSION SCHEME’]

Poor Performance

If an employee is performing poorly the line manager should discuss this with them to establish a cause. Failure to address any poor performance with an employee because there is an expectation they will retire soon may be discriminatory. Line managers should establish a reason for poor performance, setting improvement periods and agreeing what training and development would help the employee meet the business expectation. If levels are not improved and the line manager has followed the [NAME OF ORGANISATION] performance procedure they then may decide to dismiss the employee on capability grounds.

**Further Information**

**ACAS**

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[www.acas.org.uk](http://www.hmrc.gov.uk/)

**This is a template document, please amend and use as appropriate,**

**we suggest that you set up with your own logo and branding.**

The information provided in this sheet is intended for guidance only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.

**Disclaimer**



Third Sector Support Wales is a network of support organisations for the whole of the third sector in Wales.

It consists of the 19 local and regional support bodies across Wales, the County Voluntary Councils (CVCs) and the national support body, Wales Council for Voluntary Action (WCVA).

For further information contact

<https://thirdsectorsupport.wales/contact/>