



## **Retirement Policy**

Policy Code:	HR7
Policy Start Date:	September 2016
Policy Review Date:	September 2019

Please read this policy in conjunction with the policies listed below:

- HR11 Teachers Pay Policy



## **1. Policy Statement**

The Priory Federation of Academies Trust's policy is that employees may continue working until they give notice that they wish to retire. The Trust has no contractual retirement age

### **1.2 Responsibility and Implementation**

**Overall:** Chief Executive and Academy Head and Head of Service.

**Operational:** Head of HR and Academy Head's PA's

## **2. General Principles**

### **2.1 Criteria**

Employees who wish to retire from their employment are required to resign and give notice of their intended date of retirement to the Academy Head in writing. The length of notice must not be less than their contractual notice period.

Employees are encouraged to give an early indication of their planned retirement date as this will assist the Trust in ensuring appropriate succession plans are in.

## **3. Procedure**

Once an employee has decided that they wish to retire, they should inform their Academy Head and or Head of Service in writing of their intended retirement resignation date, in accordance with their contractual notice period.

The Trust will write to the employee acknowledging receipt of the employee's notice of retirement resignation letter.

The Headteacher or Head of Service will inform the Head of HR, and if applicable, will meet with the employee to discuss arrangements for leaving, including the intended leaving date, succession and handover plans, pension details and flexible retirement.

Once a leaving date has been agreed, the Trust will write to the employee confirming their last day of employment, and the normal arrangements for leaving the Trust will apply.



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A resignation form needs to be completed by the Headteacher's PA; the original is sent to the Payroll Department and a copy is put on the employee's personnel file.

#### **4. Policy Change**

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



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## **The Priory Federation of Academies Trust Retirement Policy**

This Policy has been approved by the Priory Federation of Academies' Pay, Performance and HR Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.