

## Retirement Policy

Policy Code:	HR7
Policy Start Date:	September 2019
Policy Review Date:	October 2022

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

- HR11 Teachers Pay Policy

## **1 Policy Statement**

- 1.1 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. The Trust acknowledges that retirement should be a matter of choice for individuals and will not pressurise employees into resigning because they have reached or are approaching a certain age.
- 1.2 The Trust is proud to employ people of all ages, it considers that age diversity is beneficial to the Trust and is committed to not discriminating against employees because of age and adhere to the principles set out in our Equal Opportunities Policy.
- 1.3 References to the Trust or Academy within this policy specifically include all primary and secondary academies within the Trust, as well as Robert De Cheney Boarding House, the Early Years setting at the Priory Witham Academy, Priory Training, Priory Apprenticeships, Lincolnshire Teaching School Alliance and Lincolnshire Teaching School Alliance SCITT.
- 1.4 This policy does not form part of any employee's contract of employment and it may be amended at any time.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of HR.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employee are responsible for supporting colleagues and ensuring its success.

## **3 Aims**

- 3.1 To ensure a fair and equitable approach to the retirement of the Trusts employees and to provide a uniform and equitable approach to the management of retirement.

## **4 General Principles**

- 4.1 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.
- 4.2 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. There is no obligation for the Trust or the employee to hold workplace discussions about their future plans, but it may be mutually beneficial to do so on an informal basis.
- 4.3 Employment or promotion prospects will not be prejudiced because an employee express an interest in retiring or changing work patterns.
- 4.4 If an employee indicates that they are thinking of retiring, they are free to change their mind at any time until they have actually given notice to terminate their employment.
- 4.5 If an employee expresses an interest in moving to a more flexible working pattern or changing role, the Trust will confirm that this is what they want before any action is taken which could affect their employment, such as a change to their role or responsibilities. Alternatively, the employee may wish to make a request to change your working arrangements under the Trust's Flexible Working Policy.

## **5. Procedure**

- 5.1 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.
- 5.2 The Trust will write to the employee acknowledging receipt of the employee's notice of retirement resignation letter.
- 5.3 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.
- 5.4 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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- 5.5 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.

**6. 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.