

Application for Flexible Retirement

Name:	Employee No:
Job Title:	Date you would like new arrangement to be effective from:
Service/Division:	Line Manager Name:
I would like to be considered for flexible retirement and a reduction in hours and/or reduction in salary/grade. I confirm the following (tick boxes as appropriate).	
<input type="checkbox"/> I am aged 55 or over	
<input type="checkbox"/> I am a member of the Strathclyde Pension Fund with a minimum of 2 years pensionable service.	
Describe your current working hours and salary/grade below:	
Describe the working hours you are seeking below (if appropriate):	
Describe how you think the proposed changes will impact on your Service/team:	
If you are proposing to reduce your salary/grade, please advise if you have identified a suitable vacancy and provide details (please note that applications granted for this reason are subject to achievement of a suitable post).	
Applicant's Signature:	Date:
I recommend that this application is approved* ** I recommend that this application is refused* *delete as appropriate **if the application is based on successful achievement of a reduced grade post, the application will only be confirmed when the approved post is confirmed.	Head of Service: Date:

Completed and signed form to be sent to relevant HR Business Partner team for processing.

Education & Families – HRBusPartnerTeamEF@northlan.gov.uk

Enterprise & Communities and Chief Executive's Office –

HRBusPartTeamInfrastructure@northlan.gov.uk or HRBusPartTeam@northlan.gov.uk

Adult Health & Social Care – HRBusPartnerTeam-HealthSocialCare@northlan.gov.uk