



Employee Guidance – Retirement

1. Introduction

You can retire and take your benefits without any reduction when you reach Normal Pension Age which is linked to your state pension age.

You can check your State Pension Age on the Strathclyde Pension Fund Office (SPFO) website.

You can opt to retire from the age of 55 without employer's consent. Your benefits may be reduced based on the number of years you are from your normal retirement age. Further information is available here:

[Flexible-Retirement-Guide 2021 updated Oct 21 – My NL](#)

Employers Consent

If you are aged 50 to 54 you require your employer's consent to retire.

Under the Councils Discretion Policy consent may be given where the employee meets the strain on the fund cost by the way of a reduction to their pension.

These requests are considered on a case by case basis. You should discuss this with your manager.

Rule of 85 Protection

Guide and further information for members can be found here:

[Rule of 85 – Strathclyde Pension Fund \(spfo.org.uk\)](#)

Request for Retirement Figures

If you are thinking of retiring and would like an estimate you can log onto SPFO online to retrieve and access your provisional figures using the link below which includes the user guide:

[Welcome - altair Member Self-Service \(spfonline.org.uk\)](#)

2. What do I need to do

- Advise your manager of your intention to retire at least 3 months before your retirement date to allow SPFO time to process your retirement.
- Your manager will inform Payroll & Pension team to initiate pension forms when your date of retirement has been confirmed.

- Payroll & Pension team will issue your forms for you to complete and return to ESC-PensionCorrespondence@northlan.gov.uk as quickly as possible to avoid any delay in your pension being progressed.
- If you do not receive any forms within 3 months of your retirement date please contact the ESC-PensionCorrespondence@northlan.gov.uk to confirm if retiral process has been initiated

3. What does my manager need to do?

Your manager should notify the Employee Service Centre at least 3 months before your retirement date to ensure the appropriate paper work is complete and ensure pension benefits are paid promptly.

4. How do I get further help with this?

For further information please contact SPFO.

Website <http://www.spfo.org.uk>

Email spfo@glasgow.gov.uk

Telephone 0345 890 8999

Other information can be found on my NL, links below to the FAQ's:

MyNL: <https://mynl.co.uk/knowledge-base/pension-contributions-faq/>

SPFO: <https://www.spfo.org.uk/index.aspx?articleid=26133>