



## **Employee Guidance – Premature Retiral (Teachers)**

### Introduction

This guidance is based on the Scottish Negotiating Committee for Teachers and the Scottish Public Pensions Agency.

### Premature Retiral

The Service will make a decision on whether to offer a Premature Retiral Scheme based on their workforce planning.

If the Service are offering a Scheme a circular will be sent out to all establishments asking for expressions of interest from employees who are aged 55 or over wishing to be considered for premature retiral.

For employees who wish to be considered they should complete the relevant application form and return it to the HR Business Partner Team.

The Service will provide rough timescales as to when you will hear if you are being made an offer or not.

### What do I need to know?

Your line manager should make you aware if the service are offering premature retiral and what the closing date for applications is.

Ensure that your application is submitted on time to the HR Business Partners.

If successful in your application then make sure that your line manager completes the Notification of Change form advising the Employee Service Centre that you are retiring.

### How do I get further help with this?

You can contact the ESC People Operations Team below:

[ESCPeopleOperations@northlan.gov.uk](mailto:ESCPeopleOperations@northlan.gov.uk)