



Employee Guidance – Phased Retiral (Teachers)

Introduction

Phased retirement allows members of the STSS to reduce their working commitment while releasing a proportion of their pension benefits up to full retirement. You must be:

- age 55 or over
- have been in pensionable employment on or after 1 April 2007
- have the agreement of your employer before applying.

Conditions of Phased retirement

The maximum amount you are able to take is 75% of your total retirement benefits. There must be a reduction of at least 20% of your pensionable salary and this must occur for a minimum of 12 months. This can be due to a reduction in the number of hours worked or moved to a post of lesser responsibility. If you work part time and have multiple contracts, the reduction could be achieved by terminating one of your contracts or by reducing them all.

Applying for benefits

You may apply for Phased retirement twice before applying for your final retirement benefits. When you apply for your second Phased retirement benefits you may receive up to 75% of your total service, which includes service accrued since taking your first Phased retirement, at least 25% of your benefits must remain in the scheme. Benefits you choose to take will be actuarially reduced if applying before Normal Pension Age (NPA). With each application for Phased retirement there must be a 20% reduction of your pensionable salary prior to your application.

Employers consent

If your current employer cannot accommodate, or does not allow your application for Phased retirement to go ahead, you may seek new teaching employment elsewhere. Your new employer must agree that the teaching post you are going to will allow the reduction in salary required for Phased retirement.

What do I need to know?

You need to download the application form for Phased Retirement from the Scottish Public Pensions Agency website.

Complete the application form and give this to your line manager as they are required to complete a notification of change form to accompany your letter and they will send both to the HR Business Partner Team for authorisation and onward transmission to the Employee Service Centre. Phased retirement is slightly different in that the Service need to agree to your request.

How do I get further help with this?

Further guidance can be found in the following:

Phased Retirement

Forms

SPPA



You can contact your ESC People Operations team below:

ESCPeopleOperations@northlan.gov.uk