



Manager Guidance – Phased Retirement (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:

- aged 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.

Step	Task	Who does it
1	Advise employee that they require to download and the application form for Phased Retirement from the Scottish Public Pensions Agency website	Employee
2	Complete the application form and send to the HR Business Partner Team	Employee
3	HR Business Partner Team forward the application form to the ESC for completion	HR Business Partner Team
4	ESC complete the relevant information and forward to the SPPA	ESC People Operations
5	Head Teacher to complete the Notification of Change Form and submit to the HR Business Partner Team for authorisation & onward transmission to the ESC	Line Manager
6	ESC process changes on iTrent	ESC People Operations
7	ESC issue Retirement Contract	ESC People Operations

What do I as a manager need to know?

You need to ensure that you complete the Notification of Change form advising the ESC of the imminent retiral as we cannot remove employees from iTrent based on the retiral forms alone.

Contact the HR Business Partner Team with regards to any cover requirements you may have.

How do I get further help with this?

Further guidance can be found in the following:

Phased Retirement

Forms

SPPA

You can contact our ESC People Operations Team:- ESCPeopleOperations@northlan.gov.uk

