

Manager Guidance – Premature Retirement (Teachers)

Introduction

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

Premature Retirement

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 they issue a circular 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 employees will hear if they are being made an offer or not.

Step	Task	Who does it
1	Circular sent out to line managers advising that the Service are offering Premature Retiral	HR Business Partner Team
2	Line manager to make all staff aware of the scheme	Manager
3	Employees who wish to be considered complete the application form and submit to the HR Business Partner Team	Employee
4	Employee will receive acknowledgement that their form has been received	HR Business Partner Team
5	Employee will receive communication from the Service either making them an offer or advising that they are not being considered	HR Business Partner Team
6	If made an offer and employee wishes to proceed then they will be sent the relevant forms to complete which should be returned to the HR Business Partner Team for onward transmission to the Employee Service Centre	HR Business Partner Team/Employee

What do I as a manager need to know?

If the employee is successful in their application for Premature Retiral then you would need to complete the Notification of Change Form (NOC) and submit it to the relevant team at the Employee Service Centre to ensure that their retiral is processed on iTrent.

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:

Premature Retiral Scheme

Forms

Scottish Public Pensions Agency

You can contact our ESC People Operations Team:-

ESCPeopleOperations@northlan.gov.uk