

## **Manager Guidance – Actuarially Reduced Pension Retirement (Teachers)**

### Introduction

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

### ARP Retirement

If you are aged between 55 and Normal Pension Age and you have been in pensionable employment on or after 1 July 2002, you will be able to obtain early access to your pension benefits which will be actuarially reduced.

If you are in pensionable employment when you apply for actuarially reduced benefits you must obtain the consent of your employer. Employers cannot withhold their consent for longer than 6 months from the date on which you submit your request.

<b>Step</b>	<b>Task</b>	<b>Who does it</b>
1	Advise employee that they require to download the application form from the Scottish Public Pensions Agency website	Employee
2	Line manager to consider whether supporting the application or not and forward to the relevant Head of Service/Executive Director for authorisation via the HR Business Partner Team	Manager/HR Business Partner Team
3	HR Business Partner Team forward the authorised application form to the ESC to be processed	HR Business Partner Team
4	If approved, line manager needs to complete the Notification of Change Form and submit to the HR Business Partner Team for authorisation & onward transmission to the ESC	Line Manager
4	ESC to process the ARP retiral on iTrent	HR Operations Team
5	ESC to send written confirmation to the employee	HR Operations Team

### What do I as a manager need to know?

Once the Service has approved the application for ARP retiral you need to complete the Notification of Change form and submit it to the HR Business Partner Team for authorisation and onward transmission to the ESC.



How do I get further help with this?

Further guidance can be found in the following:

ARP Retirement

SPPA

You can contact your HR Operations teams:

[HR Operations Team 1](#) – Adult Health & Social Care and Chief Executive Services

[HR Operations Team 2](#) - Enterprise & Communities

[HR Operations Team 3](#) - Education & Families Service