

## Manager Guidance – Age Retirement (Teachers)

### Introduction

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

### Age Retirement – if you are retiring at normal pension age or later

You will be paid age retirement benefits on application at Normal Pension Age (NPA) if you are no longer in pensionable employment. If you remain in employment after NPA, you will be paid benefits when you eventually cease pensionable employment. If you have a break in pensionable employment after NPA, even for one day, you will be entitled to benefits from that date. All reckonable service up to age 75, limited to 45 years in total, will be used in the calculation of your retirement benefits.

<b>Step</b>	<b>Task</b>	<b>Who does it</b>
1	Advise employee that they require to download the application form for Retirement from the Scottish Public Pensions Agency website	Employee
2	Complete the application form and send to 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	Line Manager to complete notification of change form and submit to HR Business Partner Team for authorisation and onward transmission to the ESC	Line Manager/HR Business Partner Team
5	ESC to process the retiral on iTrent	ESC People Operations
6	ESC to send written confirmation to the employee	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:

Age Retirement

Forms

SPPA



You can contact our ESC People Operations team:- [ESCPeopleOperations@northlan.gov.uk](mailto:ESCPeopleOperations@northlan.gov.uk)