

Flexible Retirement Application

Information

You can apply for flexible retirement if you are a member of the LGPS and are aged at least 55. To qualify, you must either reduce your working hours or take a reduction in pay. If your application is approved, you will receive a retirement grant and annual pension based on the contributions you have made.

In order to receive payment of benefits, you must leave the pension scheme. However you are entitled to rejoin from the date that your salary or hours are reduced, and build up further pension rights.

Further information can be found on the LGPS website.

It will help the councils to consider your request if you provide as much information as possible about your desired working pattern. It is important that you complete all the questions, as otherwise your application may not be valid. When completing sections 6 & 7, think about what effect your change in working pattern will have both on the work that you do and on your colleagues. Help in completing the application can be given from Human Resources or a Trade Union Representative.

Your application is subject to approval by your Director.

1. Personal Details

Name:	Payroll Number:
Job Title:	National Insurance Number:
Manager:	Unit:

2. Statement of Eligibility

I can confirm that I meet each of the eligibility criteria as follows:

- I am a member of the LGPS
- I am aged at least 55

3. Describe your current working pattern (days/hours/times worked):

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4. Describe the working pattern you would like to work in the future (days/hours times worked):

5. I would like this working pattern to commence from:

Date:

6. Impact of new working pattern
I think this change in my working pattern will affect my employer and colleagues as follows:

7. Accommodating the new working pattern
I think the effect on my employer and colleagues can be dealt with as follows:

Signed: **Dated:**