

Estimate Request form for Flexible Retirement

Based on Reduced Benefits\*

Before completing this form the employee must have spoken to their manager to obtain initial approval to work reduced hours or on a lower grade in accordance with paragraph 4 of the Council’s Retirement Policy Statement <http://intranet.oxfordshire.gov.uk/cms/sites/default/files/documents/Retirement%20Policy%20Statement%20220114.pdf> Formal approval for flexible retirement cannot be given until full costs to the Council are known.

\*Benefits reduced if pension brought into payment before your normal retirement date.

**Section 1:** **Employee** to complete a) to e) and member authorisation;

 **HR** to complete f) to h);

 **Manager** to complete manager authorisation.

**Section 2:** To be completed by **Pension Services**.

­­­­­­­­**Section 1**

|  |  |
| --- | --- |
| 1. Employing Authority
 | Oxfordshire County Council |
| 1. Name of Employee
 |       |
| 1. Payroll Reference
 |       |
| 1. Date of Birth
 |       |
| 1. Date of Retirement (day before flexible retirement is to commence)
 |       |
| 1. Final Pay (note 1)
 | £  |
| 1. HR Advisor
 |  |
| 1. Date sent to Pension Services
 |  |

Member Authorisation

I wish to be considered for flexible retirement and have discussed this with my manager.

Details of my pension benefits to be sent to:

E-mail address:

Address (this will only be used if no e-mail address is provided):

Signed (employee) Date:

Manager Authorisation

I agree in principle to this flexible retirement pending details of any costs to the service and the reduced number of hours to be worked.

Signed (manager) Date:

Send completed form to: Please send completed form to your Education Personnel Services Caseworker, or to EPS.Consultants@hants.gov.uk

**Reference notes:**

1. Pensions will use the final salary figure given here in the calculation of benefits. This should include all pensionable elements of whole time equivalent pay e.g. overtime, honoraria etc. for the last 365 days ending on the date of retirement given above. If the employee holds a certificate of protection (prior to April 2008) or one of the previous 2 years pay is higher, the highest year should be provided and noted here. The final pay amount you provide to pension services will be used to calculate the pension benefits and employer costs. If you leave this blank the form will be returned without action.
2. The amounts quoted in section 2 will be calculated in accordance with the LGPS Regulations at the current time of the request, and with guidance issued by the Chief Finance Officer;
3. Requests should not be made more than 4 months in advance of the retirement date.

**Section 2** (to be completed by Pension Services)

|  |  |  |
| --- | --- | --- |
| Membership used in benefits |  years |  days |
| Employer Cost | £ |
| Repayment Period |  years |  days |
| Earliest Retirement Date \* |  |
| Age at Assumed Date of Retirement |  years |  days |

\*The Earliest Retirement Date is the earliest date the member can retire without any reduction to their pension and without the employer’s consent.

**Additional Notes:**

**[ ]  Paying additional regular contributions**

**[ ]  Paying Prudential AVC’s**

**[ ]  Transfer of previous pension rights pending**

**Attachments:**

**[ ]  Statement of benefits**

Signed:…………………………………… Date:………………………………….

Checked:………………………………… Date:………………………………….