

# FLEXIBLE RETIREMENT

Employee completes application form (FR1) and submits to Payroll and Reward.



Payroll and Reward processes application form and emails Pensions in Dundee.



On receipt of estimate, Payroll and Reward emails estimate, FR2 and request form to employee, and also sends an email to line manager (cc HR Off and A/c).



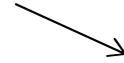
If employee wishes to proceed with flexible retirement request, they discuss their request with their line manager, including the start date for flexible retirement and their leaving date (must be within 2 years of commencement of flexible retirement, with a possible extension for a further 2 years)



If not supported by line manager



Line manager writes to employee (employee can appeal).



If supported by line manager



Line manager compiles Business Case and Appendices, including FR3 (with HR Off and A/c) and returns to Payroll and Reward with sign off by line manager, HR Off and A/c .



If costs to PKC



Payroll and Reward submits the signed Business Case to the Services Strategic Lead for consideration then submits to ELT for final sign off.



If no costs to PKC



Payroll and Reward submits the signed Business Case to the Strategic Lead/Chief Officer for approval.



Payroll and Reward writes to employee with outcome and, if approved, also informs Pensions. Line manager creates submission on staff portal (this updates employees payroll record with reduced hours).