## **ACTUARIALLY REDUCED PENSION**

Employee speaks to Headteacher for approval and to agree suitable date
(retirement date must be at least 5 months from the date of the request)

Employee submits resignation letter to Headteacher and RET Part 1 form (from SPPA website) to the Payroll Team

Payroll Team processes request and sends completed RET form to SPPA

SPPA contacts employee for sign-off of final paperwork

(Headteacher to acknowledge resignation and send a copy of both letters to Employment & Payroll Services, and submit a termination form.)