

# PREMATURE RETIREMENT

Employee submits a written request to HR  
**(retirement date must be at least 5 months from the date of the request).**

HR processes application form – obtaining information from SPPA and relevant Headteacher.

HR emails request to ECS Accountant.

ECS Accountant produces costing sheet and passes to Head of Education & Learning for consideration.

If not supported

HR writes to employee

If supported

Discussions held between Head of Education & Learning, HR Officer and Service Manager, then a business case and appendices are prepared and sent to HR.

HR arranges signatures then submits to the EOT (on behalf of ECS Executive Director).

HR writes to employee (cc Headteacher), detailing pension benefits, and asks employee to confirm acceptance by submitting signed copy of letter and completed STSS Part 1 to Employment & Payroll Services.

Employment & Payroll Services then complete RET Part 2 form and forward to SPPA.

SPPA contacts employee for sign-off of final paperwork.