

1. PERSONAL DETAILS

Name:

Date of birth:

Home Address:

Date of 65th birthday:

National Insurance No:

Pay Reference:

2.a DETAILS OF POST (S) Where a request is being made for more than one post (ie where you have more than one employment) please give details of each post on a separate form and attach all Request Forms together.

Location of Post:

Proposed reduction in number of hours From:

To:

Proposed reduction of grade and spinal column point (please also add your salary amount):

From:

To:

2.b DETAILS OF THE CHANGE**For a request to reduce hours:**

Detail your current working pattern (days/hours/time worked):

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

2.c HOW WOULD THIS CHANGE IMPACT ON YOUR DUTIES?

Please detail how you think this reduction in your working hours, grade or working pattern could impact on the Authority and your colleagues:

2.d HOW COULD THIS IMPACT BE OVERCOME?

Please detail how the effect on the Authority and your colleagues could be overcome:

3. DATE OF FLEXIBLE RETIREMENT TO COMMENCE:

If approved, please state the date you would like the Flexible Retirement to start:

Do you wish to release Local Government Pension Scheme benefits? Yes/No*

Your proposed date of Flexible Retirement will be used for pension estimate calculations

Do you wish to continue to contribute to the Local Government Pension Scheme after your Flexible Retirement approval? Yes/No*

(A refund of contributions will not be possible at a later date)

*Please delete as appropriate

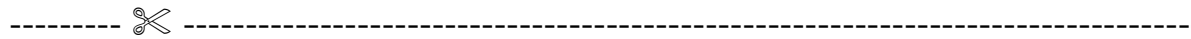
I have not made a Flexible Retirement Request during the last 12 calendar months.

Signed: Dated:

Please print name:

NOW PASS THIS REQUEST TO YOUR LINE MANAGER

LINE MANAGER – cut this slip off and return it to your employee in order to confirm your receipt of this request



Line Manager's Confirmation of Receipt (to be completed and returned to the employee):

Dear:

I confirm that I have received your Flexible Retirement Request on:

Signature: Date:

Please print name:

I will be arranging a meeting to discuss your application within 28 calendar days following this date. In the meantime you might want to consider whether you would like a fellow colleague to accompany you at the meeting.