Flexible Retirement &
Retire and Return

A Guide for Staff and Managers

care with compassion   working together   professional & accountable

Tel: 01702 435555  Retire.Return@southend.nhs.uk
V1 May 2018
Retire and Return
A Guide for Staff and Managers

Introduction

These guidelines intend to answer some of the questions staff and managers may have regarding retirement. The aim is to assist staff in dealing with the period prior to a retirement, whether it’s age retirement or early retirement.

Most importantly the Trust wants to make the retirement process for those who wish to retire as easy and as problem free as possible.

There are now over 31% of current Southend University Hospital NHS Foundation Trust staff who are aged over 50. The Trust recognises and values the significant contribution of the workforce and the skills and experience these staff have developed over the length of their employment. It is for this reason that staff considering retirement should be aware of the many opportunities that exist to stay on in employment with the Trust, or return following retirement.

Flexibility in the area of retirement is often not considered because staff and managers believe that this can reduce pension entitlements. In fact this is rarely the case. Included in these guidelines are a number of flexible retirement options, which you could consider including Winding Down, Stepping Down, Draw Down (for members of the 2008 section of the NHS Pension Scheme only), Late Retirement and Retire to Return.

These options will be explained in more depth in these guidelines.

Please note:

These guidelines should be read in conjunction with the Retirement Policy PP18, PP08 Flexible Working Policy and PP01 Policy for Recognition of Long Service, which may be found on StaffNet or email Retire.Return@southend.nhs.uk to request a copy.

These guidelines do not include advice regarding ill-Health Retirement. For further details or support with ill-health employees should contact their manager and their HR Business Partner.
When Can I Retire?

**Trust Retirement Age**

The Trust does not operate a mandatory retirement age, therefore the decision about whether to retire is a matter for each individual employee.

As of 1st October 2011 there is no legal retirement age. When you 'retire' from work you are in fact resigning. Accessing your pension and retiring / resigning from work are separate processes.

The Trust has taken a proactive approach to retirement and believes employees should, wherever possible, be permitted to continue working for as long as they wish and are able to do so.

**NHS Pension Retirement Age**

The minimum pension age is changing for any member who joined the NHS Pension Scheme for the first time on or after 6 April 2006, or who rejoined on or after 6 April 2006 and had previously left before 1 April 2000. With effect from 1 April 2008, the maximum membership age is 75 with a membership limit of 45 years.

**1995 Section**

Under the 1995 section of the NHS Pension Scheme, normal age retirement is at age 60. Minimum pension age is 50 for members who joined before 6 April 2006 and have not had a break of 5 years or more. The minimum pension age is 55 for members who joined on or after 6 April 2006.

**2008 Section**

The 2008 section of the NHS Pension Scheme allows normal age retirement at age 65. Members can opt for voluntary early retirement from age 55.
Special Class Status

There are people in certain staff groups with Special Class Status and may apply to nurses, physiotherapists, midwives and health visitors of the 1995 section of the NHS Pension Scheme who joined on or before 6 March 1995 and fulfill certain criteria at age 55. Mental Health Nurses, who were members of the NHS Pension Scheme before 6 March 1995 also need to fulfill certain criteria to retire at age 55. Special Class Status is no longer granted to new entrants to the Scheme on or after 6 March 1995. Re-entrants to Special Class type employment retain the status in the Scheme if they do not have a break in pensionable scheme membership of 5 years or more.

Pension Benefits

Staff who are members of the NHS Pension Scheme will receive retirement benefits, which consist of an annual pension paid for life and a tax-free lump sum. The amount received depends on the individual’s pensionable pay, how long they have been a member of the scheme and whether they have worked part time.

Employees wishing to obtain an estimate of pension benefits can do so by contacting the Payroll Department. Information on retirement options are available from the Trust's Payroll Team and NHS Pensions website www.nhsba.nhs.uk/pensions.

Pre-Retirement Support

Staff are invited to discuss their retirement plans with their manager or their HR Business Partner at any time prior to their retirement. The Trust also offers independent retirement advice, as set out below.

Pre-Retirement Seminars

The Trust provides pre-retirement training seminars at no cost to employees. All members of staff planning to retire should to attend one of these seminars at least 6 months prior to retirement.
1-2-1 Independent Financial Advice

Once staff have attended this workshop they will have the opportunity to see an independent Financial Advisor for a 30 minute 1-2-1 consultation to discuss their specific pension benefits and their plans for the future. This consultation is also at no cost to the employee.

Staff may also wish to discuss their retirement plans with their manager or their HR Business Partner. Contact details are provided at the end of this document.

Occupational Health Support

To encourage a long and healthy retirement employees will, on request, via a management referral or self-referral have access to a health check and Occupational Health services, for example therapeutic treatments and specialist advice. It may be necessary from time to time for an employee to attend reviews with the Occupational Health Department. However, there is no need for employees to attend annual reviews based upon their age unless there is a specific need.

Notice Requirements

Where an employee is intending to retire under the provisions of the NHS Pension Scheme, whether taking normal age retirement or voluntary early retirement, it is necessary for the member of staff to provide 4 months’ notice (or their contractual notice if this is greater), in writing, of their intention to retire, in order to ensure that the relevant documentation is processed for calculation of final pension figures and to arrange payment.

If you plan to Retire & Return to us we need as much notice as possible, but no less than 4 months, to assess your application and to make the necessary arrangements. Please speak with your manager as soon as you ready to finalise your retirement plans.

Non-Pension Scheme Members should give their contractual notice.
Flexible Retirement Options

The NHS Pension Scheme offers a number of options that allow changes to the way in which employees work without a major or negative impact on their future pension or the need to leave work and the NHS Pension Scheme completely. These are often referred to as 'flexible retirement options' and are defined as providing flexibility in respect of the age at which an employee retires, the length of time an employee takes to fully retire and/or the nature and intensity of work in the lead up to final retirement.

Flexible retirement options that support a longer working life can also benefit staff by:

- supporting work/life balance considerations including caring responsibilities;
- allowing staff to prioritise their own health and wellbeing;
- allowing skills to be retained whilst changing working arrangements (e.g. reduced physical demands and/or responsibilities, different shift patterns etc.) to provide a range of choices as staff prepare for retirement or decide to work longer.

Option 1 - Wind Down

As an alternative to retiring completely, staff may wish to discuss with their manager the possibility of working fewer days or hours in their existing post.

Impact on benefits
Pensions for part time staff are calculated on the whole time equivalent salary, so moving from full time to part time work, rather than retiring, should, for those in the 1995 and 2008 sections of the NHS Pension Scheme, not reduce their NHS Pension Scheme benefits at the time they decide to 'wind down'. However, it will reduce the rate at which members build up future membership/benefits.
Option 2 - Step Down

In some instances staff may be considering retiring due to the pressure and responsibilities of their current role. By agreement with Human Resources and the employee’s manager, staff may be able to step down into a lower graded and therefore lower paid and less demanding post, which will still make use of their skills and experience.

Impact on benefits
The level of pensionable pay is protected for the calculation of pension benefits for staff who are over the minimum retirement age.

1995 section
If a member is over the minimum retirement age 50 (55 for some members) and their pay is reduced by a minimum of 10% they can apply for the higher rate of pay to be protected for pension purposes. Members must apply for protection within 15 months of reduction.

2008 section
If a member is over the minimum retirement age 55 they can consider moving towards retirement by switching to a less demanding role. The member’s reckonable pay will still consider any higher earnings they may have had in the 10 years prior to their retirement date.

Option 3 - Draw Down

This option is only open to members of the 2008 section of the NHS Pension Scheme and the 2015 NHS Pension Scheme. This option allows members to take part of their NHS pension benefits whilst continuing in NHS employment.
Impact on benefits
Members who are over the minimum retirement, and whose pay is reduced by a minimum of 10% (for example by working part time), can, subject to the Trust's approval, take between 20% - 80% of their pension entitlement and continue to build up future membership.

The member's NHS Pension Scheme benefits would be reduced if they are paid before their 65th birthday. Pensionable pay must remain reduced for at least a year otherwise the employee may cease to be eligible for the pension they have taken.

Members can draw dawn benefits twice before retiring completely.

Option 4 - Late Retirement
This option is open to all members of the NHS Pension Scheme.

Impact on benefits

1995 section
For members of the 1995 Section, this option means that if they choose to retire later than their 60th birthday, they can continue to earn pension, but no increase is applied for retiring late.

2008 section
For members of the 2008 Section of the NHS Pension Scheme, this option means that if they choose to retire later than their 65th birthday, the pension benefits earned before age 65 will be increased by the application of late retirement factors: the later they retire the greater the increase.

Option 5 - Retire & Return
Members who have reached the minimum retirement age can also opt to retire, take all their pension benefits and return to NHS employment.

Options available include returning to the Trust in a substantive role or registering for the staff Bank.
The aims of "retire and return" are to:

- enable the NHS to retain the skills, knowledge and experience necessary to deliver safe patient care;
- help support the health and wellbeing of staff as they approach retirement and wish to continue working;
- ensure that overall workforce costs are managed in line with budgets.

Each case will be considered on its own merits and the Trust has clear policies and procedures in place for doing this.

Applications are not automatically approved in line with guidance from NHS Pensions Policy Team. This is to ensure the Trust takes into account the current and future workforce requirements.

However Retire & Return can benefit both the employee and the Trust by helping to retain valuable skills and experience as well as supporting staff health & wellbeing, work/life balance and potentially realising financial savings through reduced recruitment costs agency spend.

Impact on benefits

1995 section
Although employees may return to the Trust their employment will not be classed as pensionable employment, i.e. they cannot re-enter the NHS Pension Scheme.

2008 section
Employees may join the 2008 NHS Pension Scheme.

2015 section
Employees may rejoin this NHS Pension Scheme up to the age of 75 without any limits on years of membership.

**Minimum Break Required**

Employees must take a break in employment of 24 hours to qualify for their NHS Pension Scheme benefits.
Pension Suspension

However members of the 1995 section must work 16 hours or less per week for one calendar month after retirement, to avoid their pension being suspended. This restriction does not apply to members of the 2008/2015 section.

Abatement

Abatement occurs when a member’s pension is reduced because of re-employment after retirement. For pensions which are paid under ‘special class’ status in the 1995 section of the NHS Pension Scheme abatement applies when the post-retirement salary plus pension exceed the pre-retirement salary. Put simply, if you are within “Special Classes” and aged between the 55 & 60 this may affect you. If you add your new salary together with your Pension, you cannot earn more that you were earning before you took your Pension. This cap is removed after the age of 60. This area will be expanded upon within the Pre-Retirement Seminars and there is plenty of opportunity to ask questions.

Abatement only applies to pension benefits on return to work before the National Pension Age.
Retire and Return FAQ

1. What is the Retire and Return Option?

Within this option, the member of staff can make an application to retire to access their NHS Pension and then to return to employment with the Trust.

2. Who is the scheme available to?

All members of staff can apply to retire and return, whether they are full-time or part-time. However, applications must be approved by your Manager and the relevant HR Business Partner.

3. Is the Trust obliged to support my application?

Although all such requests will be considered, the Trust has no obligation to agree to individuals returning to work post retirement, and no assurances will be given that this will be the case.

However the Trust will take every reasonable step to retain our valued staff.

4. What options are open to me?

A member of staff can apply to retire, access their NHS Pension and apply to either:

- Return to their current post/pay band/grade working to the same job description; or
- Return to a different post at SUHT
- Return to work for the Trust via Bank

5. What are the salary arrangements for non-Medical staff returning to current post?

The employee will return to the appropriate band of the post they have been appointed to. However their previous service will be taken into account in terms of the incremental points that they will be paid on.
All returning staff will be issued with new contracts of employment.

6. Will my Electronic Staff Record (ESR) Individual Number remain the same?

No, whenever anyone retires and returns they are issued with a new ESR Individual Number.

7. What are the contractual and salary arrangements for Consultant Medical/Dental Staff?

When a consultant retires and requests to be considered for retire and return, the service will be required to follow this policy.

The service will agree a job plan usually no more than 10 PAs, 1 allocated to SPA.

Contractual terms will be in line with National Terms and Conditions of employment.

8. What would the arrangements be for Specialty Doctors?

When a Specialty Doctor retires and requests to be considered for retire and return, the service will be required to follow this policy.

The service will agree a job plan usually no more than 10 PAs, 1 allocated to SPA.

Contractual terms will be in line with National Terms and Conditions of employment.

9. What if I wish to retire and return to different post?

Where the individual wishes to retire and return to a different post, they will need to apply for the post in open competition as per the recruitment process. The interview for the post in question must have taken place prior to the date of retirement of the individual.

If appointed, the individual will be appointed on the salary scale/pay applicable to the post.
10. Can I retire and return immediately?

No, where an application to retire and return is agreed, in line with the Trust’s Retirement Policy, the individual must take at least a 24 hours break (excluding any periods of paid annual leave) between the date of retirement and the date of re-engagement.

11. Can I return to full time hours immediately on return?

This will depend on when you actually return to employment with the Trust. The NHS Pension Scheme indicates that for one calendar month and one day following retirement, the employee cannot work more than 16 hours per week but the 14 day break can be taken into account in the one calendar month and one day period.

Therefore, if you returned after the [14 day break], you would need to work for no more than 16 hours for one calendar month and one day beginning on the date of your retirement.

After, the calendar month and one day, the individual can increase their hours up to full time subject to the agreement of their manager. However, if you took a break of one calendar month and one day from the date of your retirement, you would be able to immediately return to full time hours.

12. Will my annual leave entitlement be affected?

As you will have had a break in service you will be entitled to 27 days annual leave per annum as per The Trust’s local Terms & Conditions.

NB. Excludes Medical and Dental employees on National T&Cs.

13. Will my retirement impact on any pay protection?

Yes, as the 24 hour break will end any continuity of service, any future entitlement to pay protection will only be based on the post-retirement service.
14. Will my retirement impact on any future redundancy entitlement?

Where the employee has previously been given pension benefits, any employment that has been taken account for the purposes of those pension benefits will not be counted as reckonable service for the purposes of the NHS redundancy payment.

This means that any potential future redundancy payment would only take into account the post-retirement service.

15. Will my voluntary salary deductions continue?

Any voluntary salary deductions such as Union fees etc. would cease to be made when you retire. If you wish to continue to make such voluntary deductions when you return, you will need to advise the Payroll Department.

Employees who are in receipt of any earnings related protection will lose that protection on their return to work following the break in service.

Employees who are in receipt of any Clinical Excellence Awards will not be entitled to these on their return to work following the break in service.

On restarting your job if your role does become subject to redundancy then only your service since restarting your job will be counted towards any redundancy payment, subject to the statutory minimum two years’ service.

16. Do I need to complete pre-employment checks again?

In some cases it may have been some time since we updated your personnel file so when you rejoin the Trust we need to update your records. Once you have been offered a new role, a new Conditional Offer is made and pre-employment checks will begin. You will need to attend an appointment with Recruitment and bring with you ID consisting of: Passport, Driving License, and 2 recent form of address (dated within last 3 months). If you do not have a Passport or Driving License contact Recruitment and they can discuss alternative forms of identification. Guidance for pre-employment checks is sent with the Conditional Offer.
You will also be asked to complete a Disclosure & Barring Service (“DBS”) check which is a legal requirement for all members of staff joining or returning to the Trust.

If you are moving to a new role we also require a new Occupational Health Clearance and a reference from your most recent Manager covering last 3 years.

17. What about Revalidation?

**Nursing revalidation**
Nursing revalidation is a Nursing and Midwifery Council (NMC) requirement. All Registered Nurses are required to revalidate every three years. If you require guidance or support with revalidation you can either book yourself into a revalidation workshop via iLearn or contact the practice development team for a one to one session, via the practice development e-mail address - Practice.Development@southend.nhs.uk

**Doctor revalidation**
Every licensed doctor who practises medicine in the UK must revalidate to show they are up to date and fit to practise. A licensed doctor is responsible for their own revalidation, including demonstrating that they are sufficiently reflecting on information from their practice, learning and making improvements.
https://www.gmc-uk.org/registration-and-licensing/managing-your-registration/revalidation

18. If I am registered with Bank will my registration still be live after I have left?

No, if you are employed in a substantive role at the Trust and you also work on Bank, when you retire your Bank registration will be closed. This is because your registration number is the same as your employee number. All you have to do is to re-register with the Bank team and you will be given a new number. For more details see ‘Retire & Return to Bank’ section on page 19.
The Retirement Process

When you decide to retire this is what you need to do:

- When considering retirement options employees should bear in mind the potential impact on their pension.

- As the Trust does not operate a retirement age, employees will not be written to and informed they are approaching retirement at any stage during their employment with the Trust.

- Staff intending to retire should inform their manager at the earliest opportunity. Employees in the NHS Pension Scheme must give at least 4 months’ notice in writing of their intention to retire in order to receive their NHS Pension benefits in good time. Therefore, any outstanding annual leave must be taken before the retirement date. If contractual notice is longer than 4 months, the employee should give their contractual notice, in writing, as should non-NHS Pension Scheme members.

- The manager should ensure that the usual termination processes are followed and that HR, receive the termination details in sufficient time for these to be passed to the Payroll and Pensions Department at least 4 months in advance for NHS Pension Scheme members in order that the pension forms are completed and processed.

- Staff can contact CIC the Trust’s free, confidential counseling and advice service, who can provide free and confidential one-to-one advice/guidance to members of staff approaching retirement. Further information is available from Retire.Return@southend.nhs.uk

- Staff should join the Alumni Group to keep in touch with news, events and opportunities at the Trust. Email Retire.Return@southend.nhs.uk to register.
The Process to Step Down, Wind Down or Drawdown

**Step Down**

If you wish to Step Down from your current role to another role in your department you need to meet with your Manager and discuss your reasons. Your Manager will help you assess the benefits of Step Down in your Department and discuss any current vacancies available for you to apply to. They will also be able to assist you, with the support of your HR Business Partner to move to another role.

**Wind Down**

If you wish to reduce your days or hours of working you need to meet with your Manager and discuss your reasons. Your Manager will ask you to fill in a Flexible Working Application. This application will be assessed by your Manager and your HR Business Partner.

**Drawdown**

Drawdown of pension is available to those in the 2008 Section only. If you are in the 2008 Section and you wish to Drawdown on your pension please contact our Payroll team who will be able to give you the information you need to apply.

**The Process for Retire and Return**

**First things First**

1. You need to submit your letter of resignation to your Manager at least 4 months prior to when you wish to retire. Your manager will complete a termination form to end your original employment. This will automatically inform Payroll/Pensions. You will also receive confirmation of your resignation and leaving date from your Manager.
2. You need to explore and understand the policy/guidance found on StaffNet, what it means for you and whether or not it is financially suitable for you. You can contact Payroll/Pensions to discuss the detail.

3. You need to complete the Retire & Return Registration Form (at the end of this document or on the Pre-Retirement Intranet Page). This should be submitted outlining your desire to return to the work place and on what basis.

Depending on whether you are returning to a role in your current Department or to another role in the Trust you will also need to complete the following steps:

**Return to a Your Current Substantive Role (Full Time or Part-Time) in your Department**

1. You need to meet with your line manager for an informal interview to discuss the options available in your department.

2. If your return to work is confirmed you will receive an appointment letter confirming your new start date and Terms & Conditions and your Manager will arrange for a new starter form to be completed and sent to Payroll/Pensions to be actioned.

3. You will receive a new contract which reflects the agreed terms for your new post.

**Return to a Different Substantive Role (Full Time or Part Time) at The Trust**

1. You need to meet with your Manager or Recruitment Officer to discuss the options available at the Trust.

2. You can apply for any vacancies advertised at the Trust via the Trust's website, NHS Jobs or Health Jobs UK (add web addresses)

3. You may be shortlisted in line with Trust policies and required to attend an interview for a new position.

4. If you are successful in securing a new role or position at the Trust a formal Conditional Offer will be made and pre-employment checks can begin.
5. If you require training for your new role your Manager will contact People & Organisational Development team or Practice Development team to secure this training for you.

6. You will receive an appointment letter confirming your new start date and Terms & Conditions.

7. You will receive a new Contract of Employment which reflects the agreed terms for your new post.

**Return to a Bank Role**

Employees who wish to retire then to return to work for the Trust via Bank are able to do so provided they are successful in their application for Bank work.

If you wish to apply to work on Bank, you need to complete the registration form at the end of this document and email this to Retire.Return@southend.nhs.uk. Your Manager will also complete the ‘Perm to Pure’ process and form and send this to recruitment. There is no need for you to have an interview. A new Bank assignment would be assigned once all necessary pre-employment checks are complete. It is important to note Bank pay is now weekly.

Employees should note that when they retire they are terminating their permanent contract with the Trust in favour of a casual worker agreement via the Bank.

The ad-hoc nature of bank work means there is no obligation on the Trust to offer the work and likewise, there is no obligation on the worker to accept any work offered. Employees considering retiring from their substantive employment to undertake Bank work should therefore be aware that a casual worker agreement would not attract the same benefits as their substantive employment.
Manager Guidance

The Business Case

Managers should be able to demonstrate there is a business requirement for posts to be filled through “retire and return” process and that monies could not be better used differently.

Managers must show they can demonstrate they have considered:

1. The requirement for the post to be filled through “retire and return” in light of cost improvement pressures etc.;
2. Equality requirements;
3. Value for money;
4. The standard of the employee’s work and attendance record;
5. The employee’s competence (skills, knowledge and experience) against the essential requirements of the post;
6. Whether the hours proposed can be accommodated / meet service needs;
7. Succession planning and the potential impact the employee’s return will have on their team
8. Whether it is in the best interests of the service to accommodate the “retire and return” request; and
9. Longer term workforce/service plans for the post and team and how the “retire and return” request fits with this.

The Process

If employee indicates they wish to retire and return to the same department/role:

- Discuss the employees retire and return plans to determine if it is something you can accommodate (using guidance on page 18).
- Recommend the employee attends the Retirement workshop if they have not already.
- Process the employee as a leaver – filling out the leavers form and send to payroll.
- Send confirmation of the employee’s resignation and leaving date to the employee (see template below).
Email finance to get approval to refill post.

Once you have received the approval email from finance, contact your Recruitment Officer for them to set up the role in Trac and send the employee a ‘hidden link’ (of note you do not have to advertise the role, but it does need to be set up in Trac).

The employee will just need to fill in the basic information so employment checks can be completed.

Once the employment checks are complete, recruitment will set up the employee as a new starter with a start date and new contract (24 hours break in service is required due to pension regulations).

As the manager, if you approve that the employee can retire and return, the above needs to take place as soon as possible so that by the time the employee actually retires, the employee checks etc. will be completed so they can start right back after the 24 hours break. DO NOT WAIT UNTIL THE LAST MONTH TO PROCESS AS THEY MAY NOT BE CLEARED IN TIME TO RESTART.

If employee indicates they wish to retire and return to a different department/role:

- Recommend the employee attends the Retirement workshop if they have not already.
- Process the employee as a leaver – filling out the leavers form and send to payroll.
- Send confirmation of the employees resignation and leaving date to the employee
- Have the employee send the form to Retire & Return where HR will contact them to discuss their application.

**Employee Resignation Confirmation Letter Template**

Dear XXX

Re: Resignation/Retirement

Further to your letter dated xxx I am writing to confirm that we have received your notice that you are retiring.

Your contractual notice period is xx months, with your last day of your current employment being xxx.
Any annual leave outstanding should be taken prior to the last day of service subject to the agreement of the line manager. In exceptional circumstances where annual leave cannot be taken due to the needs of the service, payment in lieu will be made in your final salary. Your P45 will be sent to you when available.

You have indicated that you wish to retire and return. The termination form to end your original employment will still be completed in order to officially inform Payroll/Pensions of your intention to retire and for you to receive your pension. You would return as a new employee and you must have a break in service of at least 24 hours.

Your application to retire and return has been received and is being processed (or please ensure you submit your retire and return application form). If your return to work is confirmed, you will receive an appointment letter confirming your new start date and Terms & Conditions and you will be sent a new starter form to complete and then this will be sent to Payroll/Pensions.

More information on this can be found on the HR page of staffnet (Flexible Retirement & Retire and Return Guidance) and if you have any questions please contact Retire.Return@southend.nhs.uk

Finally, may we take this opportunity to thank you for your work during your service with the Trust and wish you every success for the future.

If you have any questions please do not hesitate to get in touch.

Yours sincerely
Useful Contacts

**NHS Pensions Helpline** - For more detailed information on your own pension position, call the NHS Pensions helpline on 01253 774440. You will need to have your national insurance number available. Website [http://www.nhsbsa.nhs.uk/Pensions.aspx](http://www.nhsbsa.nhs.uk/Pensions.aspx)

**NHS Pensioners Trust** - The objective of the Pensioners Trust is to relieve hardship among beneficiaries (Any NHS retired staff or husband, wife, widow or widower of retired NHS staff). The Trust can be contacted on 020 7307 2506.

**NHS Retirement Fellowship** - A self-help organisation catering specifically for retired NHS staff. Its aim is to encourage friendship and relieve loneliness and worry for retired NHS staff. The Fellowship can be contacted on 01305 361317, [www.nhsrf.org.uk](http://www.nhsrf.org.uk), or email: info@nhsrf.org.uk.

**CiC** – The Employee Assistance Programme provider for the Trust. CiC can provide confidential advice and guidance on matters relating to retirement and can be contacted on 0800 085 1376.

**Pensions** – Payroll can assist staff with pension related queries and can be contacted on 01702 508074

**Occupational Health** - Can be contacted on 01702 385544 or by emailing the team at Occupational.health@southend.nhs.uk
Retire and Return Registration Form

1. Personal Details

Family Name .............................................................................................................

Given Names ...........................................................................................................

Role ............................................................................................................................

Band .........................................................................................................................

Length of Service ..................................................................................................

Payroll No. ..............................................................................................................

Who is your line manager? .....................................................................................

What is your current age .........................................................................................

Mobile Telephone Number ......................................................................................

E-mail Address ................................................................................................. (Trust)

E-mail Address ................................................................................................. (personal)

2. When do you anticipate retiring?

...........................................................................................................................................

...........................................................................................................................................
3. If you would like to return to the Trust in a substantive role? Is this in your current department or elsewhere in the Trust?

.................................................................................................................................................................

.................................................................................................................................................................

.................................................................................................................................................................

4. If you plan to return to a different department or role please give 3 choices in order of priority:

.................................................................................................................................................................

.................................................................................................................................................................

.................................................................................................................................................................

5. How many hours/shifts/days a week are you willing to work in this role?

.................................................................................................................................................................

6. Have you read the Guidelines for Retirement and the Flexible Retirement Policy?

   Yes       No

7. Have you attended the Pre-Retirement Seminar?   Yes       No

8. Have you met with your Manager and discussed your retirement plans?

   Yes       No
9. We would encourage you to join our Alumni Group for retired staff and leavers. We will update you quarterly on Trust news, events and opportunities. Would you like us to email you about the Alumni Group?

Yes  No

I confirm I would like to register my interest in returning to the Trust post-retirement.

Signed: ..............................................................................................................................

Name: ..............................................................................................................................

Date: ..............................................................................................................................