

# Retirement

## 1. The Purpose

This policy sets out the Forestry Commission's position on retirement and how we support employees during the transition, affirming the FC's reputation as a good employer.

## 2. The Principles

The principles of the policy are to:

- provide employees with optimum flexibility in their choice of when to retire by having no mandatory retirement age;
- reinforce the FC's commitment to having a diverse workforce, with employees whose skills and abilities are appropriate to the needs of their role, regardless of age;
- comply with pension scheme criteria on eligibility for retirement;
- support employees during the transition to retirement, including considering partial retirement as an option;
- support management in relation to succession planning; and
- allow for compulsory retirement in certain circumstances.

## 3. The Policy

Within the Forestry Commission, employees can choose when to retire and take their pension benefits, providing they are eligible to do so under the provisions of their pension scheme. An employee should give their manager at least 6 months notice of their intention to retire. Employees can also apply for a gradual move into retirement via partial retirement.

Compulsory retirement will still be possible if an employee is no longer able to carry out their role effectively. For example, if an employee is no longer capable of working for the FC due to ill health then a possible outcome may be compulsory retirement on medical grounds.

This policy and the retirement procedure have been developed in partnership with the FC Trade Unions.

### 3.1 Your responsibilities as an employee

You are expected to:

- make yourself aware of and understand this policy and associated procedure; and
- have open dialogue with your manager as early as possible on your intentions for retirement, we ask that you provide at least six months written notice of your planned retirement date.

### 3.2 Your responsibilities as a manager

You are expected to:

- make sure that you and your team are aware of and understand this policy and associated procedure;
- encourage open dialogue with the individuals in your team with regard to their career aspirations and retirement plans to enable effective succession planning;
- forward retirement notifications to HR Services; and
- clearly communicate decisions on partial retirement requests and the reasons behind these decisions.

### 3.3 Human Resources responsibilities

Human Resources have responsibility for:

- giving advice and guidance on the application of this policy and its procedure;
- producing statistical information to enable the identification of retirement trends and support management in relation to succession planning;
- ensuring all employees receive an annual estimate of their pension benefits;
- helping employees make the transition into retirement by providing a range of support including pre-retirement events and the 'Thinking about and Preparing for Retirement' guidance booklet; and
- monitoring and reviewing the policy in consultation with the FC Trade Unions.