

**TUDHOE LEARNING TRUST**

**Request for Flexible Retirement**

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| **Employee Details** |
| **Name** |  | **Payroll Number** |  |
| **Post Title** |  | **Grade** |  |
| **School** |  | **Contracted Hours** |  |

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| **Eligibility** |
| **Are you aged 55 or over, with at least 3 months total membership of the LGPS?** (please🗸as relevant)**Yes Go to next section****No You are not eligible to apply for flexible retirement.** |

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| **Details of Request** |
| (Please🗸as relevant)**I would like to :- (please🗸as relevant) (If considering both please indicate your preference)****a) Reduce my working hours Preference: 1st or 2nd b) Move to a job at a lower grade \* Preference 1st or 2nd** **\* Please note that if your request is agreed, unless there is a restructure or lower graded vacant** **post in your school you will need to apply for advertised posts at your required grade in**  **fair and open competition with other candidates.** |

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| **Reduced Working Hours** |
| **Please describe your current working pattern** (if an unusual working pattern please indicate):**Normal Days Worked:-** Mon / Tue / Wed / Thurs / Fri / Sat / Sun (circle as appropriate) |
| **Weekly contracted hours:** |  | **Normal Times Worked:** |  |
| **Please describe the reduced working hours/pattern (days/hours/times) you would like to work:****Days you wish to work:** Mon / Tue / Wed / Thurs / Fri / Sat / Sun (circle as appropriate) |
| **Weekly contracted hours:** |  | **Normal Times Worked:** |  |
| **Date you would like change to commence:** |  |

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| **Impact of the reduced hours** |
| **I think this reduction in working hours will affect the School and colleagues as follows:-** |
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| **Suggestions for accommodating the reduced hours** |
| I think the effect on the School and colleagues can be dealt with as follows:- |
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| **Declaration** |
| **Signature:** |  | **Date:** |  |
| **Print Name:** |  |

**Please pass this request to your manager**

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| **Action For Head Teacher** (Please consult with Pensions and the HR Manager prior to the final decision being given to the employee)1. Ensure pension estimate received from Pensions before progressing for consideration by Trust CEO to ensure that full consideration of business and financial implications is given prior to agreement.
2. Has the employee obtained an estimate from Pensions, if not this should be requested.
3. Acknowledge receipt of form and provide details of the date on which Trust CEO will consider request.
4. Meet with employee to discuss outcome of meeting.
5. Discuss any changes to request with the Human Resources prior to implementation.
6. If approved, ensure all appropriate documentation submitted.
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