

<b>Retirement Policy</b>	
<b>Date approved by Trustees</b>	January 2014
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<b>Compliance lead</b>	Director of People, Employee Engagement and PSTE
<b>Agreed Policy file name</b>	Retirement Policy
<b>Agreed policy location:</b>	RMT Website RMT Information area\Policies and Procedures

## RETIREMENT POLICY

### 1 Introduction

- 1.1 Ruskin Mill Trust (the Trust) currently has no fixed retirement age although this will be reviewed from time to time by the Director of People, Employee Engagement & PSTE to reflect the business needs of the Trust. The Trust acknowledges that retirement is a matter of choice for individuals and will not pressurise employees into resigning because they have reached or are approaching a certain age.
- 1.2 The Trust recognises the valuable contribution made by all our employees and, wherever possible, wishes to retain the skills and expertise of all employees. However, employees are free to retire whenever they choose or to seek alternative roles or working patterns subject to the needs of the business. For further information, please see the Trust's Flexible Working Policy.
- 1.3 The Trust is proud to employ people of all ages and considers that age diversity is beneficial to the organisation. The Trust is committed to not discriminating against employees because of age and adheres to the principles set out in our Equality and Diversity Policy Procedure.
- N.B. Employees are strongly advised to take independent financial advice regarding their pension position and personal circumstances when considering retirement, including options for phased retirement, voluntary early retirement and ill health retirement.
- 1.4 This Retirement Policy may be amended, withdrawn, suspended or departed from at the discretion of the Trust. While it does not form part of any employee's contract of employment and is entirely non-contractual, all employees are required to adhere to the policy and any failure to comply with any aspect of the policy may be treated as a disciplinary matter.

## **2 Purpose of the Policy**

- 2.1 This policy aims to create a framework for workplace discussions, enabling you to express your preferences and expectations with regard to retirement and enabling the Trust to plan for its business.

## **3 Discussing your Future Plans**

- 3.1 You or your manager may want to discuss your short, medium and long-term plans, as the need arises. For example, a promotion opportunity may arise, or, if your circumstances change, you may want a different working pattern or to stop work altogether. The Trust needs to plan for the business, and so may indicate to staff from time to time that it would be helpful to know what their plans are. There is no obligation for the Trust or you to hold workplace discussions about your future plans, but it may be mutually beneficial to do so.
- 3.2 The Trust will not make generalised assumptions that performance will decline with age, whether due to competence or health issues. If the Trust thinks there are problems with your performance or ill-health, these will be dealt with in the usual way, through the Capability Procedure - Performance, Capability Procedure - Ill Health or through the Sickness and Absence Policy and Procedure which are available from the Department of Human Resources.
- 3.3 If a workplace discussion takes place for the purposes described in paragraph 3.1 above, the Trust will aim to make it as informal as possible.
- 3.4 During any workplace discussion:
- 3.4.1 The Trust will not assume that you want to retire just because you are approaching a certain age, such as state pension age; and
  - 3.4.2 The Trust will not make discriminatory comments, suggesting that you should move on due to age.
- 3.5 If you indicate that you are thinking of retiring, you are free to change your mind at any time until you have actually given notice to terminate your employment. The Trust will write to you in any case inviting you to attend a meeting to discuss any queries or questions that you may have in relation to your retirement and to plan any necessary arrangements. Arrangements may have to be made to ensure a smooth handover of the role and responsibilities, whilst certain financial arrangements may also need to be discussed e.g. in regards to pensions.
- 3.6 Your employment or promotion prospects will not be prejudiced because you have expressed an interest in retiring or changing work patterns.
- 3.7 If you express an interest in moving to a more flexible working pattern or changing role, The Trust will confirm that this is what you want before any action is taken which could affect your employment, such as a change to your role or responsibilities.

## **4 Giving Notice of Retirement**

- 4.1 If you have decided to retire, the Trust would appreciate as much notice as possible, although you should give the Trust at least the notice you are obliged to give under your contract of employment. Following the receipt of your notice to retire, the Trust will write to you to formally accept the notice of your intention to retire and to confirm the date on which employment will end.

## **5 Phased Retirement Absence Option**

- 5.1 If you have made the decision to retire and the Trust is in agreement and to enable you to adjust gradually to full retirement, the Trust may, at its discretion, offer you within 12 months off retirement the option to take regular unpaid leave. If you have at least 5 years continuous service with the Trust, you may request a phased retirement absence as follows:
- 5.1.1 Between 12 months and 6 months before retirement -0.5 days per week;
  - 5.1.2 Less than 6 months before retirement - 1 day per week;
  - 5.1.3 Less than 3 months before retirement - 1.5 days per week.
- 5.2 If you work part time then your request for phased retirement and the number of days and/ or hours you may take unpaid will be discussed with you further.