

## Retirement Policy

### 1. Policy Statement

The University of Manchester Conference Ltd (UMC) ('the company') currently has no fixed retirement age and employs people of all ages, adhering to the principles set out in the Equality and Diversity Policy.

### 2. Purpose of the Policy

- 2.1 This policy aims to create a framework for workplace discussions on retirement. It enables the employee to discuss a preference and expectation with regard to retirement and enables the company to express plans for its business.
- 2.2 This policy does not form part of the contract of employment and may be amended from time to time in line with organisational requirements.

### 3. Discussing Future Plans

- 3.1 Employees and managers may discuss an employee's short, medium and long terms plans as part of the P&DR process to enable the company and the employee to plan for the future; this may involve discussing provisional retirement plans although there is no obligation on employees to do so.
- 3.2 Some employees who are considering retirement may also want to consider the possibility of a different working pattern or a change of role; employees can make such a request using the flexible working policy or can explore the option informally with their manager.
- 3.3 If an employee expresses an interest in moving to a more flexible working pattern or, where possible, changing roles, the company will confirm in writing that this is what the employee wants before any action is taken which could affect their employment.

### 4. Giving Notice of Retirement

If an employee has decided to retire, the company requires as much notice as possible. As a minimum the employee will be expected to give the company at least the notice period they are required to give under their contract of employment.

### 5. Further Information

The company is able to offer information and support to assist with planning for retirement, including:

- Financial information relating to pension benefits
- Pre-retirement courses
- Mid-career financial planning courses
- Further details on all of these can be obtained from the University Pensions Office.

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