**Pre-retirement Leave Application Form**

**Please complete and give to your line manager.**

People & OD Operations will confirm your leave entitlement through your line manager.

|  |  |
| --- | --- |
| Name |  |
| Staff Number |  |
| Job Title |  |
| Faculty/Directorate/School/Institute/Academic Institution |  |
| Date written notice of retirement given to line manager  |   |
| Date of retirement |  |
| I confirm that it is my intention to retire and that I will not be:- drawing my pension and returning to a different role in the University - taking flexible retirement ( i.e. drawing some accrued pension whilst continuing to work for the University) |
| Signature |  |
| Date |  |
| Line Manager’s Name |  |
| Line Manager’s Signature |  |

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| --- |
| **To be completed by People & OD Operations** |
| Length of continuous service at retirement date |  |
| Maximum amount of pre-retirement leave based on service above |  |
| Number of complete months’ notice given |  |
| FTE |  |
| **Pre-retirement leave allowance due** |  |