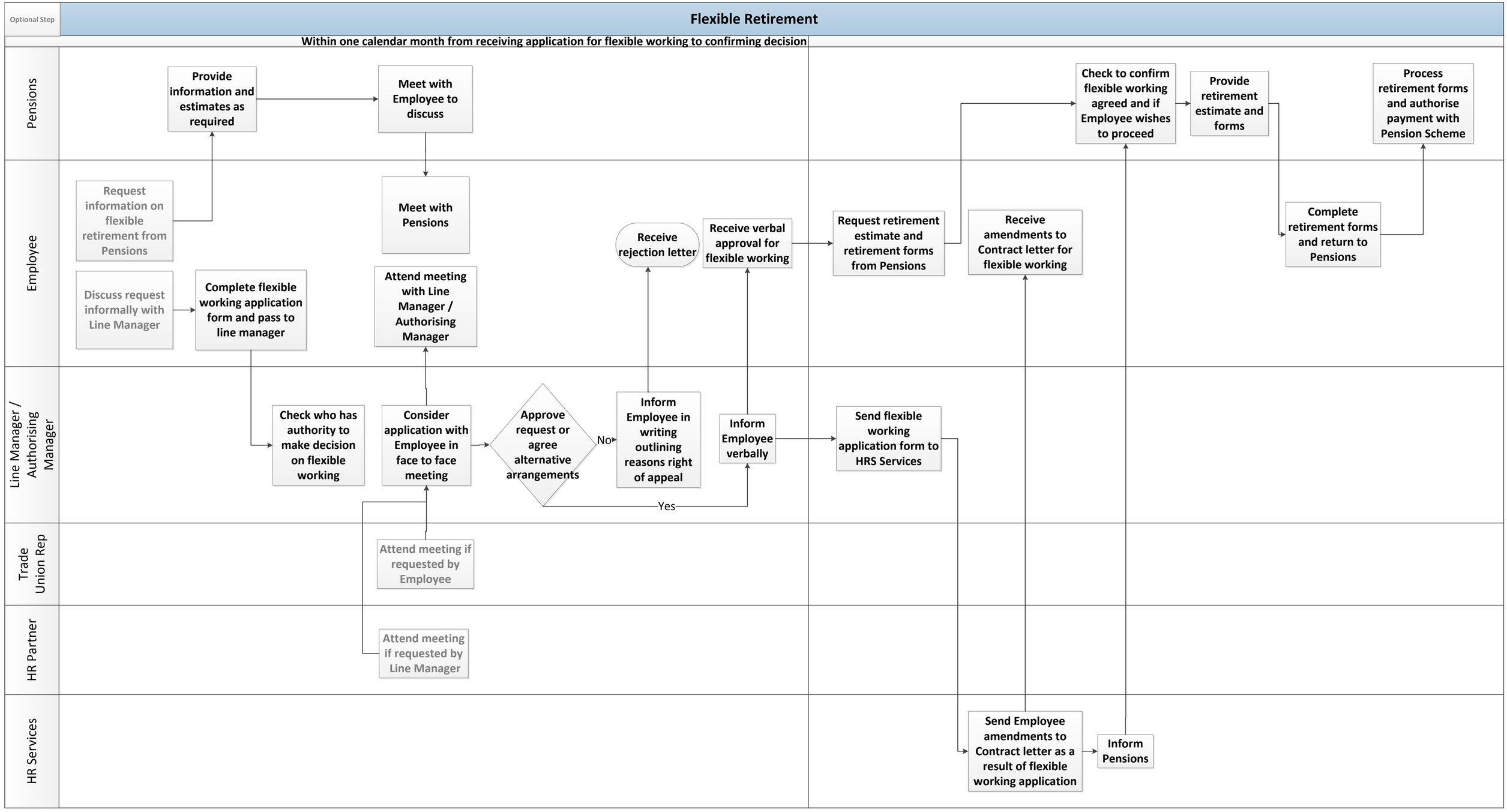
Optional Step
Flexible Retirement
Within one calendar month from receiving application for flexible working to confirming decision
Pensions
Employee
Line Manager / Authorising Manager
Trade Union Rep
HR Partner
HR Services
Provide information and estimates as required
Meet with Employee to discuss
Check to confirm flexible working agreed and if Employee wishes to proceed
Provide retirement estimate and forms
Process retirement forms and authorise payment with Pension Scheme
Request information on flexible retirement from Pensions
Meet with Pensions
Receive rejection letter
Receive verbal approval for flexible working
Request retirement estimate and retirement forms from Pensions
Receive amendments to Contract letter for flexible working
Complete retirement forms and return to Pensions
Discuss request informally with Line Manager
Complete flexible working application form and pass to line manager
Attend meeting with Line Manager / Authorising Manager
Check who has authority to make decision on flexible working
Consider application with Employee in face to face meeting
Approve request or agree alternative arrangements
No
Inform Employee in writing outlining reasons right of appeal
Inform Employee verbally
Yes
Send flexible working application form to HRS Services
Attend meeting if requested by Employee
Attend meeting if requested by Line Manager
Send Employee amendments to Contract letter as a result of flexible working application
Inform Pensions