



HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun Learning"

5.5: Retirement Policy Policy & Procedure

Policy statement

The Retirement Policy aims to clarify the obligations that the setting and its employees have in relation to retirement. The purpose of this policy is to set out the setting's approach to the retirement of employees. This policy takes effect from 6 April 2011 and incorporates the statutes relating to the Employment Equality (Age) Regulations 2006. Harpole Pre-School does not operate a compulsory retirement age for its employees.

Harpole Pre-School is committed to equality and diversity and recognises the contributions of a Diverse workforce, including the skills and experience of older employees. It believes that employees should, wherever possible, be permitted to continue working for as long as they wish to do so. Harpole Pre-School operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing.

Procedures

If an employee has decided that he/she wishes to retire, he/she should inform the Chairperson of the Management Committee in writing as far in advance as possible and, in any event, in accordance with his/her notice period as set out in his/her contract of employment. This will assist the setting with its succession planning.

The Chairperson will write to the employee acknowledging the employee's notice to retire and will Arrange a meeting with the employee to discuss arrangements for retirement, including the intended retirement date, handover plans and pension details, if applicable.

This policy was adopted by

Harpole Pre-school

(provider)

On

(date)

Date to be reviewed

(date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)
