# Guidance if flexible retirement is requested

**For the Faculty Dean / Registrar when in consultation with Heads of Department**

1. This guidance and checklist should be used alongside the flexible working policy and procedure <http://www.york.ac.uk/admin/hr/flexible-working/#tab1> and the flexible retirement policy and procedure <http://www.york.ac.uk/admin/hr/resources/policy/flexible-retirement.htm#tab1> for individuals who are considering making a request for flexible retirement.
2. In accordance with these policies, staff are required to first apply to their line manager/Head of Department for consent to flexibly retire, part of which will require a reduction in hours and salary.
3. It is a matter for the Head of Department, in consultation with the relevant Faculty Dean or the Registrar (for support departments) to decide whether or not to consent to an application for flexible retirement. Either the Head of Department or the Dean may consult with the HR Adviser for the department to seek advice when considering a request for flexible retirement.
4. Requests for flexible retirement will be considered carefully looking at the benefits of the requested changes for the individual weighing these against any adverse impact of implementing the changes on other colleagues, the Department and the University.
5. Information may be requested on the individual’s plans for the future to help inform the departmental planning process. However a retirement date cannot be insisted upon in circumstances where a flexible retirement request is agreed on an open ended contractual basis.
6. It should be noted that in considering a request for flexible retirement, the individual’s objectives and workload determined at performance review and throughout the year should be taken into account and adjusted in the context of reduced hours of work. It is the normal expectation that for academic staff, their workload will involve teaching, research and academic citizenship. This may be varied in exceptional circumstances in agreement with the HR Adviser and the Dean.
7. If the individual requesting flexible retirement is engaged on a funded research project this will be reviewed at the end of the grant.
8. It is the normal expectation that academic staff engaged to undertake all three aspects of the role will be engaged on a minimum part-time contract of 40%FTE (2 days per week). This may be varied in exceptional circumstances in agreement with the Dean. A discussion about the FTE of the individual should incorporate their projected work outputs.
9. Objectives for the revised contractual hours should be set with the individual and achievement of these objectives assessed in accordance with the University’s performance review and performance management processes. Performance reviews for individuals who have taken flexible retirement should be carried out in the normal way.
10. It is likely that an individual who is reducing their hours of work will not have the same requirements for office (and other eg. laboratory) accommodation and this should be reviewed as it may be that existing arrangements need to change when working hours are reduced.
11. It is recommended that the following checklist is used by the Head of Department and the Dean or Registrar when considering a request for flexible retirement.
12. The areas for consideration cover strategic and operational issues alongside an individual’s workload and outputs.
13. Consideration of the areas detailed in the checklist will enable thorough consideration of the request to be made and any refusal to agree to a request for flexible retirement to be objectively justified in line with the 8 permissible grounds for the refusal of a request as detailed in the flexible working procedure <http://www.york.ac.uk/admin/hr/flexible-working/#tab6>

## Checklist

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| **Title and full name** |  |
| **Head of Department** |  |
| **Dean / Registrar** |  |
| **Department / section** |  |

Consideration will be given to how the requested arrangement for Flexible Retirement is in the Departmental and University interest including potential implications for and impact on the following areas:

## SECTION 1 – STRATEGIC PERFORMANCE

**Impact on delivery of departmental Research strategy**

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**Impact on delivery of departmental Teaching strategy**

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## SECTION 2 – OPERATIONAL DELIVERY

**Impact of the requested reduction in hours on workloads of other staff at appropriate level in relation to**:

**Teaching:**

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**Research:**

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**Academic Citizenship** (Including consideration of any University or Departmental committee responsibilities):

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**Workload** (Consider whether there is sufficient work at the appropriate level over the timescale and weekly hours the employee is requesting to work)**:**

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**Quality** (Consider whether there will be a detrimental impact on quality of provision in relation to the needs of the department including potential impact on the student experience):

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**Planned Structural/Organisational Changes** (Consider the impact of the request on any planned structural/organisational changes):

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**Financial** (Consider the cost implications of the requested change):

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**Staffing including recruitment** (Consider the impact of the requested change on the overall staff establishment, including implications of other recruitment, retirement and known staffing changes (including FTE, Grades etc) for delivery of the departmental strategy):

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**Accommodation** (Consider the implications of the request on office and other (eg laboratory) accommodation and whether new arrangements will best serve the department’s space needs):

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**Other areas** (Consider the impact of the requested change on any other areas not captured above):

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