Model letter FR3 - Approval of flexible retirement request, from divisional secretary /departmental administrator to employee

For use where flexible retirement involves ONLY a reduction in working hours

|  |  |  |
| --- | --- | --- |
| **PERSONNEL/CONFIDENTIAL** NameAddress |  | DD/MM/YYYY |

Dear [Name],

**Flexible retirement - contract amendment**

I am writing to confirm that the head of [division/department] has considered the request for flexible retirement contained in your letter of [date].

I am pleased to say that your request has been approved and that your flexible retirement will start on [date]. As a consequence, there will be the following changes to your contract:

With effect from DD/MM/YYYY your hours of work will [describe the change, for example ”decrease to 20 hours per week”].

These new hours of work are X% of full-time hours for your grade, and your salary and annual leave entitlement will therefore be adjusted accordingly from the same date.

*[for ALL support staff include the following]*

For all University support staff in grades 1 - 5, there is no normal or fixed retirement age. It is for individual members of staff to decide when they wish to retire. Further details are available at <https://hr.admin.ox.ac.uk/support-staff-retirement>.

*[for ALL academic-related staff AT GRADES 6 -10 and ALC6 include the following]*

With effect from 18 October 2022, there is no normal or fixed retirement age for academic-related staff in grades 6 to10 and ALC6. It is for individual members of staff to decide when they wish to retire. Further details are available at [https://hr.admin.ox.ac.uk/retirement-staff-grades-6-to-10-&-ALC6](https://hr.admin.ox.ac.uk/retirement-staff-grades-6-to-10-%26-ALC6)

*[for ALL academic staff AND academic-related staff AT GRADE RS1v or equivalents include the following]*

With effect from 1 October 2023 the University has adopted an Employer Justified Retirement Age of 30 September before the 70th birthday for all academic staff and academic-related staff at grade RSIV, or equivalents. There is a procedure for requesting an extension of employment beyond that date. Further details are available at <https://hr.admin.ox.ac.uk/the-ejra>. [*in all cases include the following*]

All other terms and conditions included in your contract of employment dated DD/MM/YYYY and any subsequent contractual change letters remain unchanged.

At all times your employment is subject to the provision of original documentation to establish your right to work and remain in the UK, which the University requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. It will remain your responsibility to ensure that you are able to produce such documentation as and when requested from you.

To confirm your acceptance of this amendment to your contract, please sign and date the enclosed copy of this letter and return it to me as soon as possible.

*[Where the employee has given notice of final retirement as part of the flexible retirement package:*

I also confirm that the department has received and recorded the notice you have given that you will fully retire from employment by the University on [date].

A copy of this letter goes to the Pension Office.

Yours sincerely,

Name

Departmental administrator/Head of Department

Enclosure: copy of this letter

I accept the changes to my contract as stated above.

Signed ………………………………………..

Date ………………………………………..