



RETIREMENT FROM COLLEGE

Procedure No: 41

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Sheet of : 1 of 2

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1. PURPOSE

To set out details of procedures for pensionable staff retiring from College.

2. PROCEDURE

Normal Retirement

The Normal Retirement Date* for most College staff is the 30th September following their 65th birthday.

Staff that are due to retire from the College in any given year are automatically contacted by the Staff Office Pensions Section early in that calendar year with confirmation of their retirement date and the retirement benefits to which they may be entitled.

The Pensions Section may request additional information from retiring staff (e.g. sight of birth/marriage certificate, up-to-date information on retained pension benefits) prior to retirement.

(In accordance with the provisions of the Public Service Superannuation (Miscellaneous) Provisions Act 2004, for New Entrants to the Public Sector after 1 April 2004 the minimum retirement age is 65 and the compulsory upper retirement age is removed)*

Early Retirement

Staff that are considering Early Retirement should contact the Staff Office Pensions Section to request an Early Retirement Quotation in the first instance. It is important to note that an actuarial reduction may apply to benefits for retirement prior to Normal Retirement Age.

Upon receipt of an Early Retirement Quotation, if a staff member still wishes to proceed with early retirement, the written approval of their Head of Department must be obtained.

A formal application for Early Retirement must then be submitted by the staff member to the Staff Office Pensions Section specifying the agreed retirement date to allow approval to be sought in advance from the Board of the College. Staff members are reminded that they

must observe the minimum notice period for the early termination of their Contract as provided for under the Terms and Conditions of their employment.

The Staff Office Pensions Section will then seek approval from the Board of the College confirming that it is in order for the Staff Member to avail of early retirement.

3. RETIREMENT PLANNING COURSES

To assist with the transition to retirement, the Staff Office facilitates the enrolment of staff members that are approaching retirement on a Retirement Planning Course organised in conjunction with the Retirement Planning Council of Ireland.

These are two-day courses that are informal yet informative. Normally held off-campus, they cover important topics such as adjusting to lifestyle changes after retirement, health in retirement, social welfare entitlements, personal taxation, personal investments & savings.

Enrolment on the Retirement Planning Course is offered to all staff that are approaching retirement, with priority given to those staff members closest to retirement. The College covers the course enrolment fee for the retiring staff member and their spouse/partner should they also wish to attend.

If you are over age 60 and would like to make enquiries regarding attendance on a forthcoming Retirement Planning Course, please contact the Staff Office Pensions Section in the first instance. Please note that you should consult with you Line Manager prior to confirming dates for enrolment on a Retirement Planning Course.

Contact Details for the Staff Office Pensions Section are as follows:

Telephone: Ext. 2422

E-mail: pensions@tcd.ie

Address: Pensions Section
Staff Office
House 4
Front Square
College

Website: www.tcd.ie/Staff_Office/relations/pensions.php