



Retirement from College

1. Purpose

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

2. Procedure

Normal Retirement

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

(* In accordance with the provisions of the Public Service Superannuation (Miscellaneous) Provisions Act 2003, for New Entrants that joined the Irish Public Service during the period 1 April 2004 to 31 December 2012, the normal retirement date for pension purposes is ordinarily 30 September after 65th birthday and the compulsory upper retirement age is removed. For New Entrants that joined the Irish Public Service from 1 January 2013, the minimum retirement age for pension purposes is deemed to equate to the qualifying age for the State Retirement Pension with an upper compulsory retirement age of 70)

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

The Pensions Office 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.

Early Retirement

Staff that are considering Early Retirement should contact the University Pensions Office 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 School (academic areas) or Head of Department (COO or CFO area) must be obtained.

A formal application for Early Retirement must then be submitted by the staff member to the Pensions Office specifying the agreed retirement date to allow approval to be sought in advance from the Board of the University. 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 Pensions Office will then seek approval from the Board of the University 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 Pensions 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 University 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 Pensions Office in the first instance. Please note that you should consult with your Line Manager prior to confirming dates for enrolment on a Retirement Planning Course.

Contact Details for the University Pensions Office are as follows:

Telephone: Ext. 2422

E-mail: pensions@tcd.ie

Address:

Pensions Office

Human Resources

House 4

Front Square

College

Website: www.tcd.ie/hr/pensions



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- 17/11/2015 - Updated to comply with new University identity requirements (new crest, references to “College” amended to “University”);