

Retirement Policy	Justified retirement
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1. Introduction

- 1.1 <<Company Name>> states a compulsory retirement age of <<State Age>> for employees. [insert objective justification for compulsory retirement] demonstrate that the Company is acting to further a business (e.g. health and safety of employees, customer service) and its actions in achieving that aim are appropriate and justified.
- 1.2 The Company believes that the intended retirement age has many practical benefits for the employee.

2. Aims of the Policy

- This policy aims to:
- 2.1 Set out the Company's policy on employees' retirement.
 - 2.2 Detail the procedure for an employee is nearing the Company's compulsory retirement age.

3. Retirement Procedure

- 3.1 The Company will advise the employee of the intended date of retirement. This will be <<State Age>> birthday. The Company will give the employee notice in accordance with the notice provisions in the employment contract.
- 3.2 The Company will then invite the employee to discuss the arrangements for retirement in more detail. This will include updates on work in progress, work [and training and development] and the intended retirement date, updates arrangements for handing over responsibilities.
- 3.3 The employee may request to continue working beyond the compulsory retirement date, either for an indefinite period or until a specific date. The Company reserves the right to decline any such request.
- 3.4 The request to continue working beyond the compulsory retirement date should be made in writing to <<Name>>. Once the request has been received, the employee will be invited to a meeting to discuss the request. Following the meeting, the employee will be advised in writing of the decision. The employee will have the right to appeal against the decision. The Company reserves the right to allow them to work beyond the age of <<State Age>> if it is justified.

3.5 If an employee wishes to change their retirement age, they must discuss this with their line manager.

Each employee must discuss the Company's compulsory retirement age with their line manager and HR Resources Manager about retirement plans with

This policy has been approved & authorised by:

Name: <<Insert Name>>

Position: <<Insert Position>>

HR Resources Manager>>

Date: <<Date>>

Signature:

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