

# Retire and return application form



This form should be used to request retire and return. Employees should read the [NHSScotland Retirement Policy](#)<sup>1</sup>. It is important that you understand the terms of the arrangement before completing this form. If you are in any doubt about the implications of your request, you should discuss with your manager.

**For digital signature functionality, please open this form in Adobe Acrobat. Viewing this form in a browser may not support signature features.**

## Part 1: To be completed by employee

### Section 1: Personal details

<b>Name</b>	<b>Payroll number</b>
<b>Job title</b>	<b>Department</b>
<b>Grade / band</b>	<b>Work base</b>

### Section 2: Current work pattern(s)

Please detail days / nights / hours / times currently worked

### Section 3: Request to return after retirement

#### Type of return

Which category of return are you requesting (select one of the following categories)

<b>A</b> I would like to return to my current post	<b>B</b> I would like to return to another post within the same job family  Please state the grade / band	<b>C</b> I would like to retire and undertake shifts on the staff bank	<b>D</b> I would like to retire and return to another post within a different job family
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## Requested work pattern(s)

Please detail days / nights / hours / times requested

## Section 4: Retirement date and return start date

Please complete retirement and return start date

**Retirement date** (dd/mm/yyyy)

**Return start date** (dd/mm/yyyy)

## Section 5: Phased retirement

Have you accessed phased retirement previously?

yes      no

If no, do you wish to access phased retirement in the lead up to your retirement as part of your Retire and Return Agreement?

yes      no

## Section 6: Declaration

Please read the following statements and select whichever one is appropriate

I have contacted the Scottish Public Pensions Agency (SPPA) regarding the effect of this proposal on my pension benefits

I am **not** a member of the Superannuation Scheme

**Employee's signature**

**Date** (dd/mm/yyyy)

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## Part 2:

### To be completed by manager, and returned to applicant

Please complete relevant section (A, B, C **or** D) based on the category of retire and return requested

#### Section A

##### A return to the current post

**1. I support this request and the associated new working pattern**

You will retire on *(dd/mm/yyyy)*

and commence re-employment on the following arrangement on

##### Requested work pattern(s)

Details of days / nights / hours / times requested

#### OR

**2. Before I accept or reject this request I will need to establish if I can recruit to the remaining hours on a part-time basis or job share**

I will start the recruitment process and let you know, within 3 months from the date of receipt of this application, the outcome of your request for voluntary retirement and re-employment on a part-time basis

#### OR

**3. I do not support this request for the following reasons**

Please state reasons below, or attach your written response to the applicant

## Section B

### A return to another post in the same job family

1. **I support this request and the associated new working pattern**  
You will retire on (dd/mm/yyyy)  
and commence re-employment on the following arrangement on

#### **Requested work pattern(s)**

Details of days / nights / hours / times requested

## OR

2. **I reject your request to retire and return to a post within the same job family as there are no vacancies which meet your requirements. In the lead up to your retirement I will let you know if this situation changes.**

## Section C

### I would like to retire and undertake shifts on the staff bank

1. **As a current member of the staff bank, the contract for services will not be terminated**

## OR

2. **You are advised to contact the staff bank to obtain a contract for service**

## Section D

### I would like a retire and return to another post in a different job family

You are advised to apply for advertised vacancies:

-  [NHSScotland Recruitment](https://apply.jobs.scot.nhs.uk)  
([apply.jobs.scot.nhs.uk](https://apply.jobs.scot.nhs.uk))
-  [GP Jobs](http://www.gpjobs.scot)  
([www.gpjobs.scot](http://www.gpjobs.scot))
-  [Practice Jobs](https://practice.jobs.nhs.scot)  
([practice.jobs.nhs.scot](https://practice.jobs.nhs.scot))

The response to the applicant should be approved by the Manager and reviewed by a Senior Manager

**Manager signature**

**Date** (dd/mm/yyyy)

**Designation**

*Please print name*

**Senior Manager signature**

**Date** (dd/mm/yyyy)

**Designation**

*Please print name*