

## Considering requests for Flexible Retirement

The procedure for considering requests for flexible retirement will be as follows. Please consult with your HR Partner or HR Adviser as necessary:

1. A member of staff wishing to request flexible retirement should submit the relevant form (see - [Request for flexible retirement form](#)) to their Head of School / Directorate (or equivalent) outlining the reason for the request. The request should state the proposed effective date, the changes required, the effect these changes may have on the University and how this might be dealt with. If the request is being made alongside a legal right to request flexible working, then the formal process should be followed (see - [Employee Health and Well-being policy](#)).
2. Within a reasonable timeframe of receiving the written request the Head of School / Directorate will arrange to meet with the member of staff to discuss the request and how best it might be accommodated. The meeting will provide an opportunity to consider alternative working patterns should this be necessary. The Head of School / Directorate may choose to consult their HR Partner / Adviser ahead of this meeting or ask them to be present.
3. The Head of School / Directorate will advise the member of staff of their decision within a reasonable period of time following the meeting, providing detailed reasons for any variation to the request or refusal. (Where a member of staff is exercising their legal right to request flexible working, the request can only be refused on specific grounds). (see - [Employee Health and Well-being policy](#))
4. The decision must be recorded on the request form and forwarded to the Human Resources Office. The individual will receive a letter confirming the decision, the Pensions Office will be informed where approval has been given and any necessary action taken to change the contract of employment
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6. The Head of School / Directorate may at this stage wish to discuss the resulting actions from your decision with your HR Partner / Adviser. It may be that you need to take action to fill the now vacant element of a post, or require advice on managing and supporting an individual where a request has had to be refused.
7. A variation to a work pattern and hours of work through flexible retirement is made on a permanent basis. The Universities Superannuation Scheme allows for 2 changes under flexible retirement before permanent retirement and no more. The University of Reading Employees' Pension Fund allows for 1 flexible retirement to take place before permanent retirement.

8. In circumstances where a member of staff is exercising a legal right to request flexible working, and the application is refused or amended, the member of staff will be informed of their right of appeal. An appeal should be made in writing to the Director of Human Resources, stating the grounds of appeal, within 14 days of being informed of the decision.
9. An appeal meeting will then be arranged to hear the appeal within 14 days of receipt of the appeal letter. The member of staff will have the right to be accompanied to the appeal meeting by a colleague or a trade union representative.
10. For flexible retirement requests outside of any legal right, there is no route of appeal.