# Annex A

**Retire and return application form**

This form should be used to request retire and return on a part-time basis. Employees should read the NHSScotland Interim National Arrangement on Retire and Return. 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.

# Part 1: To be completed by employee

## Section 1: Personal details – all fields in Section 1 are mandatory and if not completed the application will not be taken forward

|  |  |
| --- | --- |
| Name: |  |
| Payroll Number: |  |
| Home Address: |  |
| Mobile Number: |  |
| Email Address: |  |
| Job Title: |  |
| Band/Grade |  |
| Placement on Band/Grade |  |
| Directorate/HSCP |  |
| Department: |  |
| Location: |  |

## Section 2: Present working arrangements

Please identify your current working arrangements:

|  |  |
| --- | --- |
| Days of the week |  |
| Start and finish times |  |
| Total hours per week |  |

## Section 3: Request to return after retirement

Type of return

Which category of return are you requesting (please tick the category that applies to you)

1. I would like to return on a part time basis to my current post
2. I would like to return on a part time basis to another post within the same job family. Please state the grade or band below:
3. I would like to retire and undertake shifts on the staff bank
4. I would like to retire and return on a part time basis to another post within a different job family

**Working pattern requested**

|  |  |
| --- | --- |
| Days of the week |  |
| Start and finish times |  |
| Total hours per week |  |

Do you wish to be available on-call? Yes / No (delete as appropriate)

## Section 4: Retirement date and return start date

Please give the date to would like to:

|  |  |
| --- | --- |
| Retire on |  |
| Return on |  |

## Section 5: Impact of new working pattern

Please give details of how you think the requested work pattern will affect the department

How do you think this can be managed or resolved?

Section 6: Declaration

Please read the following statements and tick whichever box 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 |  |

# Part 2: To be completed by manager, and returned to the applicant

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

# I would like to return on a part time basis to my current post

## I support this request and the associated new working pattern.

You will retire on (date) and commence re-employment on the

following arrangement on (date)

|  |  |
| --- | --- |
| Hours of work |  |
| Days of work |  |
| On call | (Yes / No) |
| Band/Grade |  |
| Placement on Band/Grade**\*\*** |  |
| Job Title |  |
| Directorate/HSCP |  |
| Location |  |
| Line Manager |  |
| Start Time: |  |
| Reporting Instructions on Return |  |

**\*\* Mandatory Field – Failure to complete will result in the application not being taken forward.**

**Or**

## 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 reemployment on part time basis.

## Or

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

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

The post cannot be filled on a part time basis or job share for the following reasons:

# I would like to return on a part time basis to another post in the same job family

## I support this request and the associated new working pattern.

You will retire on (date) and commence re-employment on the

following arrangement on (date)

|  |  |
| --- | --- |
| Hours of work |  |
| Days of work |  |
| On call | (Yes / No) |
| Band/Grade |  |
| Placement on Band/Grade\*\* |  |
| Job Title |  |
| Directorate/HSCP |  |
| Location |  |
| Line Manager |  |
| Start Time: |  |
| Reporting Instructions on Return |  |

**\*\* Mandatory Field – Failure to complete will result in the application not being taken forward.**

## Or

* 1. **I reject your request to retire and return to a lower graded 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**.

1. **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**

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

1. **I would like to retire and return on a part time basis to another post of a different job family**

**You are advised to apply for advertised vacancies:**

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

The response to the applicant should be approved by the manager and reviewed by a senior manager.

**Manager**

|  |  |
| --- | --- |
| Signed |  |
| Please print name |  |
| Designation |  |
| Date |  |

**Senior Manager**

|  |  |
| --- | --- |
| Signed |  |
| Please print name |  |
| Designation |  |
| Date |  |

If the application to return after retirement has been supported this form should be forwarded to the address below to allow the new contract of employment to be issued:

[**GGC.retireandreturn@ggc.scot.nhs.uk**](mailto:colleen.ferguson@ggc.scot.nhs.uk)