

## Flexible Retirement Application Form

<b>Name (Incl Title):</b>	<b>Payroll No:</b>
<b>Post:</b>	<b>National Insurance no:</b>
<b>Group/Service:</b>	<b>Date of Birth:</b>
<b>Pension Membership Number:</b>	

### Work Details – please select:

I work 37 hours per week, Monday to Friday, on flexi

I work a different working pattern  please describe :  
(provide details of hours and days)

### Your Request

Please describe the reduced working hours pattern (days/hours/times) you would like to work:

How do you think this change will affect your Service and your colleagues?

How do you think the effect on your Service and colleagues can be dealt with?

Signed

Date

### What to do next ...

Please send this form to HR Services, Town Hall, Westoe Road, South Shields, NE33 2RL. You will be sent a pension estimate in 3-4 weeks time for you to consider, and you will then have to confirm whether you wish to proceed or not.

Policy approved by Governors:	April 2023
Date of next review by Governors:	March 2024