

Flexible Retirement Application Form

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

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 2024

Date of next review by Governors: April 2025