

University of Aberdeen
Pre-retirement Leave Policy

1. Introduction

1.1 The University of Aberdeen does not have a fixed retirement age; therefore, staff may decide when they wish to retire. (N.B., information pertaining to other retirement arrangements, such as flexible retirement, retirement as part of a University voluntary severance scheme or ill health retirement can be found in the Toolkit).

1.2 This Policy outlines the arrangements for Pre-Retirement Leave, designed to support staff, who have provided notice of their retirement, in transitioning from work to retirement.

2. Scope

2.1 The Policy applies to all staff of the University of Aberdeen, subject to the eligibility criteria detailed below.

3. Eligibility

3.1 The following eligibility criteria apply:

- You are providing notice of your retirement date above the contractual minimum notice period and as detailed in paragraph 6.4.
- You are retiring at age 55yrs or over.
- You have 3 years' service at your intended date of retirement.

3.2 Pre-retirement leave is not available to staff taking flexible retirement (i.e., drawing some pension whilst continuing to work for the University on a part time basis), those retiring as part of the terms of a Voluntary Severance Scheme or those retiring due to ill health.

4. Allowance and terms of the Policy

4.1 The maximum amount of pre-retirement leave for full time staff is 20 days (pro-rata for part time staff) and as detailed below.

| Notice of retirement provided | Pre-retirement leave days |
|-------------------------------|---------------------------|
| 12 months | 20 days |
| 11 months | 19 days |
| 10 months | 18 days |
| 9 months | 17 days |
| Below 9 months | No entitlement |

4.2 As Pre-Retirement Leave is designed to assist staff in making the transition from work to retirement, staff cannot:

- take the leave in one block during their notice period or at the employment, therefore bring forward their date of retirement.
- Exchange the leave for payment (i.e., it will not be paid in lieu if it has not been taken before the leaving date).

5. Applying for Pre-Retirement Leave

5.1 To apply for pre-retirement leave, staff should provide written notice of their retirement to their line manager and submit this along with an application form.

5.2 Once approved, the dates staff intend to take as Pre-Retirement Leave must be agreed in advance with their line manager. Line managers are expected to support staff in their transition to retirement and, therefore, approve leave unless there are clear operational reasons which make particular requests challenging to approve. Where requests are declined, alternative leave dates should be agreed as soon as possible and in accordance with the staff member's preferences.

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