



*Dunbartonshire and Argyll & Bute  
Valuation Joint Board*

## **Age and the Workplace - The Employment Equality (Age) Regulations 2006**

### **POSITIVE EMPLOYMENT – FAIR RETIREMENT PROCEDURES**

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Transitional Arrangements for Employees Retiring Between 1<sup>st</sup> October 2006 and 31<sup>st</sup> March 2007

**The Regulations allow for transitional arrangements to apply for retirements taking place between 1<sup>st</sup> October 2006 and 31<sup>st</sup> March 2007, as the notification timescales of at least 6 months cannot be met. The following transitional arrangements will be implemented to take account of employees retiring between 1<sup>st</sup> October 2006 and 31<sup>st</sup> March 2007:**

*i. Notice of retirement given before 1<sup>st</sup> October 2006*

**If notice is given to an employee before 1 October 2006 that they will retire after 1 October 2006 but on or before 31 March 2007 then the Manager must have:**

- **given notice which is at least the employee's contractual notice, and no less than 4 weeks**
- **on 1 October 2006, or as soon as reasonably practicable afterwards, write to the employee telling them of the right to request to work longer. (The onus then falls on to the employee to inform the Manager in writing of the request to work beyond the retirement date).**

*ii. Notice of retirement given after 1<sup>st</sup> October 2006*

**If notice is given after 1 October 2006 that an employee is to be retired before 31 March 2007, then the Manager must:**

- **write to the employee notifying them of the intended retirement date, giving either contractual or statutory notice (whichever is the greater)**
- **notify the employee that they have the right to request working beyond that date. (The onus again falls on to the employee to inform the employer in writing of the request to work beyond the retirement date.)**

**The request to work beyond retirement date can be made after the employee's contract has been terminated but not more than four weeks after termination. A meeting to discuss the request, and any subsequent appeal meeting, must be held within a reasonable period. The employee has the right to be accompanied at the meeting by a fellow employee or a trade union representative.**

David Thomson  
19<sup>th</sup> December 2006