



Retirement Policy

Introduction

The purpose of this policy is to set out Old Rayne Preschool's approach to the retirement of employees. Further guidance on this area is included in the management guidance section of Early Years Scotland's Effective Employment document.

Retirement age

Old Rayne Preschool does not operate a compulsory retirement age for its employees. Old Rayne Preschool is committed to equal opportunities for all its employees. The organisation recognises the contributions of a diverse workforce, including the skills and experience of older employees. It believes that employees should, wherever possible, be permitted to continue working for as long as they wish to do so.

Old Rayne Preschool operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing.

Retirement procedure

If an employee has decided that he/she wishes to retire, he/she should inform their manager in writing as far in advance as possible and, in any event, in accordance with his/her notice period as set out in his/her contract of employment. This will assist Old Rayne Preschool with its succession planning.

The committee will write to the employee acknowledging the employee's notice to retire.

The committee will arrange a meeting with the employee to discuss arrangements for retirement, including the intended retirement date, succession and handover plans, pension details and phased retirement, if applicable.