

# Retirement Policy

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## 1. Introduction

This policy applies to all staff.

## 2. Retirement from work

Members of staff wishing to retire should confirm this in writing, giving the period of notice required under their contract of employment (see Termination Policy, or the relevant Terms and Conditions of Service).

## 3. Workforce Planning

As retirement is not set at a given age, there is a need for ongoing discussions between all members of staff and their managers about future plans with regard to working and/or retirement options in order to assist with workforce planning.

Members of staff are encouraged to discuss their plans with their line manager at the earliest opportunity to assist with this. There is an expectation that such discussions will also take place as part of the CDSA process (including during ongoing reviews).

## 4. Pension

UK staff may contact the [Pensions Team in Finance](#) for information about retirement.

Staff in Ireland should contact the Pensions Team Manager in the first instance.

Further details on the USS pension scheme are available from the website shown below.

## 5. Equality, Diversity and Inclusion

Policies are inclusive of all Open University staff, regardless of: race, sex, disability, age, religion or belief, sexual orientation, gender, gender identity, gender expression or gender reassignment.

## 5. Useful References

Termination Policy

Early Retirement Policy

USS information: <http://www.uss.co.uk>