

Section 7: TERMINATION OF EMPLOYMENT

RETIREMENT

The purpose of this policy is to set out NICVA's approach to the retirement of employees. The policy takes effect from 6 April 2011.

NICVA does not operate a compulsory retirement age for its employees and is committed to equal opportunities for all. NICVA recognises the benefits of having 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. NICVA operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing.

If an employee has decided that they wish to retire, they should inform their line manager in writing as far in advance as possible and in accordance with the notice period as set out in the statement of main terms and conditions of employment. NICVA will write to the employee to acknowledge the employee's notice to retire and will arrange a meeting within 14 working days, as far as reasonably practicable, with the employee to discuss arrangements for retirement. Arrangements include the intended retirement date, succession and handover plans, pension details and phased retirement, if applicable.

Planning for Retirement

Preparing for retirement should be approached in a proactive manner through engaged communication and focused conversations between the employee and line manager, as well as being part of the annual appraisal process.

Employees should consider their pension provision prior to making any decision in relation to retirement and it is advised that independent financial advice is taken also.

Phased retirement

An employee may decide that he/she does not wish to retire in the near future but would benefit from alternative working arrangements in the short or medium term. These employees may make a request to NICVA for phased retirement.

Phased retirement allows a change of working pattern so that an employee can reduce his/her hours gradually (for example, move to part-time working) prior to retirement. It may, for example, involve changes to the employee's responsibilities to help NICVA with its succession planning, and help the employee to adjust to, and prepare for, retirement.

NICVA will fairly consider all requests by employees for changes to their working patterns. NICVA will follow the principles in its policy on requests for flexible working when considering any such requests. NICVA will not make any changes to an employee's working pattern without his/her express written consent.

Employees are under no obligation to participate in phased retirement. However in certain circumstances, this may be beneficial for both NICVA and the employee.

NOTICE OF TERMINATION OF EMPLOYMENT

NICVA will give (except in cases of summary dismissal) at least four weeks' notice in writing to all full-time members of staff, except those on a fixed term contract (where the fixed term contract is expiring at its due date), and at least eight weeks' notice in writing to those full-time staff who have served continuously for more than two years and less than nine years. Thereafter, NICVA will give notice in writing as follows:

Nine weeks' notice after nine years' continuous service.

Ten weeks' notice after ten years' continuous service.

Eleven weeks' notice after eleven years' continuous service.

Twelve weeks' notice after twelve years' continuous service.

All employees are required to give at least four weeks' notice in writing. For some senior appointments a longer period may be specified in the individual contract.

The right of either party to notice may be waived by mutual agreement.

REDUNDANCY

NICVA's Redundancy Policy and the procedures arising are set out in Appendix 29.