

Circular Letter S.8/2011

8 July 2011

A Chara

Minimum Notice period for Retirement – 3 Months

I refer to Circular Letter S4/2011 of 29 April, 2011 and S7/2011 of 28 June, 2011 regarding retirements in the “grace period” up to 29 February 2012.

The Department of Public Expenditure and Reform has notified that a three month minimum notice period for retirement is being introduced for the Civil Service. This measure will also apply to local authorities. This follows the extension of the “grace period” i.e. the period during which the calculation of public service pensions is unaffected by the pay reductions applied under the *Financial Emergency Measures in the Public Interest (No.2) Act 2009*.

It is anticipated that there could be a large increase in the number of retirements of staff in the run up to the end of the “grace period”. In order to protect services it is critical that management in the local authorities have knowledge of the numbers of staff retiring and the business areas that will be affected by potentially large scale departures. There is also an obligation under the terms of the Memorandum of Understanding with the EU/ECB/IMF to make quarterly returns to our external partners on the progress being made in relation to reductions in public service numbers. Better quality and earlier information on intended retirements will be an important part of this reporting requirement.

You should inform all staff who intend to retire by 29 February 2012 that from 11 July 2011 they are required to give 3 months’ notice of their date of retirement.

Staff should be advised that from 11 July 2011:

All staff in the local authorities are required to notify the Human Resources Section at least 3 calendar months before their date of retirement.

1. A formal notification of retirement must be submitted at least 3 months before the last day of service.
2. The notice of retirement must be unconditional.
3. The last day of service must be clearly indicated.
4. A notification may not be withdrawn on or after the date indicated as the last day of service.

Where they are retiring within 3 months from the date of this Circular, they should give as much notice as possible in order to protect service levels. It is recognised that these staff will be unable to give the full 3 months’ notice.

Annual Leave

Annual leave entitlements may be taken as part of the overall 3 months' notice requirement. Every effort should also be made to ensure that officers are facilitated in taking any annual leave entitlement (including carryover leave) in advance of their retirement date. Payment in lieu of annual leave should only be allowed in very exceptional cases.

Failure to give required notice

Staff should be informed that any failure to give the required notice could result in a delay in payment of pension benefits and any other payments due.

Retirements after 29 February 2012

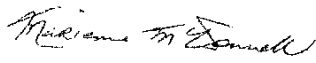
A three month minimum notice is being introduced at this point as a temporary measure to assist local authorities in the management of what may be a very high number of retirements.

Further instructions will issue in relation to notice requirements for retirements which take place after February 2012.

Any queries in relation to this Circular can be taken up with the Superannuation Section of The Department of Environment, Community and Local Government, Government Offices, Ballina, Co Mayo.

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Mise le meas



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Higher Executive Officer
Superannuation Section

To each local authority to which the Local Government Superannuation Scheme applies.

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