



Provided by

1. Partial Retirement Application Form

Section 1 - Employee Section

To find out more about partial retirement please read your organisation's Partial Retirement Policy and also refer to the [Partial Retirement Factsheet](#)

You should discuss your wish to partially retire with your employer first and submit your partial retirement application form to your line manager. Your line manager should meet with you within 28 days of receipt of your application to discuss your request. If this is approved your line manager and your employer must complete sections of this form. Your employer must confirm that they have agreed a 10% reduction in your pensionable earnings for at least 12 months. Please note this can only be availed of TWICE.

Please fully complete Pages 1, 2, and 3 and return this form to **your employer** so they can complete Pages 4 and 5.

Remember to:

- use CAPITAL LETTERS,
- sign and date the declaration on Page 3,
- pass the form to your employer to complete pages 4 and 5.

Your personal details

Full Name	
D.O.B	
Staff Number	
Address	
NI Number	
Your Pension Scheme	2008 Section 2015 Scheme (delete as appropriate)
Telephone Number	
E-mail address	

Partial retirement and your job

To partially retire you must reduce your hours or make changes to your working pattern in order to reduce your earnings by at least 10% for at least 12 months.

After discussing this with your employer, provide the details of your job before and after partial retirement below Current contracted hours per week	Hours per week _____
Current work pattern ie: 24 hour rota, 9am-5pm or nights only	
Date you wish to commence partial retirement	____/____/____
Contracted hours per week after partial retirement	
Work pattern ie: 24 hour rota, 9am-5pm or nights only after partial retirement	
<p>This can only be availed of TWICE. Please provide details below of any previous partial retirement arrangements.</p>	

Please complete the below;

1. I wish to claim _____% of my HSC Pension Benefits
2. I wish to claim _____% of my additional pension purchased*

***This only applies if you have purchased additional pension benefits.**

Any pension you claim while you are still employed in a role covered by the HSC Pension Scheme arrangements may be subject to abatement.

Abatement is when your pension is reduced because your reshaped salary and your pension are more than the salary you received before claiming your pension. Full details can be found in the [scheme guides](#).

Your declaration

- I have read the [Partial Retirement factsheet](#) (to be amended).
- I understand the effect that abatement may have on my HSC pension benefits.
- I want to change my current job as set out on Page 2 on the date shown and I am aware of the potential financial impact of partial retirement.
- I have discussed, and agreed, my partial retirement with my employer.
- There will be at least a 10% reduction in my pensionable earnings for at least 12 months.

Your signature: _____ **Date:** ____/____/_____

Section 3 - Employer section

(To be completed by the HR Department)

As the **employer** you must complete this section of the application form, to confirm that your employee will reduce their pensionable earnings by at least 10% for at least 12 months from the effective date of their partial retirement.

By completing this form, the employer confirms:

- that the details provided by the employee are correct,
- that the member's annual pensionable earnings will be reduced by at least 10% for at least 12 months. This can be checked using the calculators which can be accessed by clicking [here](#)
- this application for partial retirement has been approved by the employer

Signature: _____

Print Name: _____

Job Title: _____

Date: ____/____/____

Please forward the AW6 Form and a copy of this Form to HSC Payroll Pension Team at aw6.est.ppt@hscni.net