

'Retire and Return' Application Form

Applicants must complete this application form and return it to their line manager where it can form the basis of a discussion prior to a decision being made.

This is an application for an offer of a new contract with the Trust after retirement. If an application is successful and an offer of return is made, applicants will need to resign their current employment before taking up the offer of a new contract with the Trust

1. Personal Details

Your name:

Post Title:

Department:

Name of Manager:

2. Details of Request

Describe your current role and working pattern (i.e. days/hours/times worked/on call commitment):

Describe the detail of your request – state what hours you would wish to do on your return, whether you would prefer a fixed term contract and whether you anticipate any resulting changes to your existing work role or duties:

I would like this arrangement to commence from:

3. Impact of request

I think any changes in my working pattern/role will affect my current duties, department/ward and colleagues as follows:

4. Other considerations

Please state if you are currently undergoing any performance management, absence or capability reviews because this might indicate that a return to work on a new contract might not be in the interests of your department/service.

Signature:

Date:

5. To be completed by the Manager

Manager's Name:

Job Title:

Notes of Manager's Discussion:

Proposal – Agreed/Refused/Modified:

Business Case: (include how the negotiated return arrangements are to the benefit of the service and how they link with your workforce plan):

If approved please state the length of the contract:

Change form detailing amendment sent to Payroll on:

Signature:

Date:

Signature of DMT member:

Date:

Title:

One copy of this form to be retained by the Manager in the employee's personal records.