

**KILMARNOCK LEISURE CENTRE TRUST  
T/A THE GALLEON CENTRE**

**RETIREMENT POLICY**

**1. Retirement Age**

The Kilmarnock Leisure Centre Trust normally expects employees to retire on their 65<sup>th</sup> birthday. This arrangement will apply equally to male and female staff. Employees will receive at least 6 months' advance written notice of their proposed retirement from the organisation, whether this is at their 65<sup>th</sup> birthday or at any subsequent date.

**2. Right to request to continue working**

On receipt of written notice of retirement employees will be advised that (irrespective of their length of service) they have the statutory right to request working beyond the proposed retirement date. Employees will be required to put such a request in writing as soon as practicable and, in any event, no later than 3 months before the proposed retirement date.

While every effort will be made to consider a request submitted later than 3 months before the proposed retirement date, no guarantee can be given that such a late request can be complied with – as the employee's statutory right to request deferred retirement will not apply to requests received after this date.

In a request to continue working beyond retirement, you are required to specify whether you wish to continue working indefinitely, for a stated period or until a stated date. You should also outline if there are any changes you wish to make to your working arrangements.

A meeting will be held with the employee, within a reasonable period, to discuss the request to defer retirement at which all the relevant circumstances (including the needs of the business and the personal circumstances of the employee) will be taken into consideration. The employee will have the right to be accompanied by a work colleague at this meeting.

The meeting may provide an opportunity to discuss any changes to the working arrangements, terms or conditions of employment which may be proposed by either party. In the course of these discussions, there is no duty on either the management or the employee to accept changes in working arrangements proposed by the other party. However, if agreement can be reached on amended arrangements or terms and conditions, this can form the basis of an extended working relationship. The agreed extension will normally be for a fixed period of a year – subject to review in accordance with paragraph 4 below.

In any event, the employee will receive a written decision on their request soon after the meeting, normally within 2 weeks.

### **3. Appeal against refusal to defer retirement**

Employees will have the right to appeal against a decision by management to refuse their request to continue working by writing a letter setting out the grounds of their appeal within two weeks of receiving the decision. An appeal meeting (with a more senior manager than reached the initial decision) will be held within a reasonable period, normally within two weeks of management's receipt of the appeal letter. A decision on the appeal, which will be final, will be communicated in writing to the employee.

### **4. Further requests to defer retirement**

If your request to continue working beyond retirement is accepted, you will be notified of your new retirement date. As your retirement date approaches, you will again be written to advising of the new retirement date and of your right to request to continue working beyond retirement. Once again the notification will be sent to the employee at least 6 months before the new retirement date.

Once this new notice is given to the employee they may re-apply to defer their retirement date in the same way, in accordance with paras 2 and 3 above. As before, any agreed extension of employment may be on a fixed term or open-ended, on the same terms or on mutually agreed varied terms.

### **5. Early retirement**

Employees who wish to retire prior to the Company retirement age should confirm in writing with the Company the date on which they wish to retire.