

Policy Name: Retirement

Policy Title:	Retirement Policy
Description:	To set out details of procedures for all staff retiring from MIE.
Author (Position):	Human Resources
Version:	2.1
Approved By:	Governing Body
Policy Approval Date:	November 2023
Date of Next Policy Review:	June 2027 (or as necessary)

Retirement Policy

1. Context

Marino Institute of Education (MIE) wishes to ensure that it maintains the highest possible standards in all its activities. This policy document aims to clarify MIE's policy on retirement for all staff and provide guidelines on the process of transition to retirement.

2. Purpose

To set out details of procedures for all staff retiring from MIE.

3. Benefits

This policy ensures that all staff of MIE are clearly aware of when they are due to retire and the relevant timelines and procedures and personnel involved in assisting the transition to retirement for staff of MIE.

4. Principles

- 4.1 MIE wishes to ensure that all staff are dealt with equally and fairly in all matters pertaining to retirement.
- 4.2 MIE wants to make all its staff feel comfortable and confident as they approach and transition into retirement.
- 4.3 MIE recognises that this period of a person's life can at times be stressful and MIE will work with the staff member to overcome this insofar as is reasonable.
- 4.4 MIE is committed to dealing with the matter in a confidential and timely manner as far as possible.

5. Definitions

- 5.1 Normal retirement date at MIE, for the purposes of this policy, is defined as the staff member's 65th birthday. Academic Year is August 1st to July 31st.
- 5.2 Early Retirement is considered as retirement at any date prior to the employee's 65th birthday.

6. Policy

6.1 Mandatory Retirement

- 6.1.1 The mandatory retirement age is the age at which staff members must retire.

This is set out in the staff member's contract of employment and should be read in conjunction with this policy.

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6.1.2 Staff should familiarise themselves with rules pertaining to the eligibility and entitlement to payment of the [State Pension \(Contributory\)](#) and the [State Pension \(Non-Contributory\)](#).

6.2 Procedure

6.2.1 Staff that are due to reach normal retirement age at MIE will be contacted by Human Resources (HR) within six months of reaching their 64th birthday, with written confirmation of their normal retirement date. Should the staff member have any queries regarding their retirement, they should be addressed at this stage to HR.

6.2.2 A staff member may make a request to MIE to extend their period of service beyond their 65th birthday up to the end of the Academic Year in which that birthday occurs. Such requests must be put in writing to the Director of Human Resources, with copy to their Head of Department, outlining the reason, and confirming any dates or other relevant information. This request must be submitted at least six months in advance of their normal retirement date. Such requests will be considered by MIE whose decision is final. This decision will be communicated to the staff member by HR.

6.2.3 Staff members may apply to MIE for early retirement at any stage if such early retirement is due to ill health or disability or any time after the age specified by the Revenue Commissioners or set out in Pensions legislation (currently their 50th birthday) in all other cases. The decision as to whether or not to grant any request for early retirement rests with MIE. Staff members are reminded that they must observe the minimum notice period for the early termination of their contract as provided for under the terms and conditions of their employment.

7. Responsibility

The responsibility for the maintenance and implementation of this policy rests with HR.

8. Useful Links

8.1 [State Pension - Contributory](#)

8.2 [State Pension - Non-Contributory](#)