

BRIDGES HULL RETIREMENT POLICY

Retirement Age

The Employer's normal retirement age is 65.

Not more than 1 year and not less than 6 months before you reach 65, we will write to you to confirm your retirement date and to advise you of your right to request a postponement of your retirement.

Right to request postponement of retirement

You have the right to request to work beyond our normal retirement age. If you wish to postpone your retirement then you should write to us using the template letter at Appendix 1 of this policy.

You should write to us not more than 6 months and not less than 3 months before the date on which you are due to retire.

You may only make one request to postpone your retirement in relation to each intended retirement date – i.e. – you may only make one request to postpone retirement at 65 and one request for each subsequent extension to that date.

Consideration of your request

On receiving your request we will either confirm our agreement to your request without a meeting or ask you to attend a meeting to discuss your request. Any meeting to discuss your request will be held within a reasonable period of us receiving your request. You must take all reasonable steps to attend the meeting.

As soon as reasonably practicable following the meeting, we will write to you to confirm whether we have agreed your request to postpone your retirement date. We will also confirm the date on which your retirement is to take effect or that your employment is not subject to any new retirement date.

Exceptionally, where it is not practicable to hold a meeting within a reasonable period, we may consider your request without meeting with you. In these circumstances, we will ask you if there are any additional points that you wish us to consider in deciding whether to grant your request. We will write to you to confirm our decision.

Appeals

Where we have refused your request or granted you a shorter period of postponement than you requested, then you have the right to appeal against that decision.

On receiving your appeal we will either uphold your appeal without a meeting or ask you to attend a meeting to discuss your appeal. Any meeting to discuss your appeal will be held within a reasonable period of us receiving your appeal. You must take all reasonable steps to attend the meeting.

As soon as reasonably practicable following the meeting, we will write to you to confirm whether we have agreed your request to postpone your retirement date. We will also confirm the date on which your retirement is to take effect or that your employment is not subject to any new retirement date.

Exceptionally, where it is not practicable to hold a meeting within a reasonable period, we may consider your request without meeting with you. In these circumstances, we will ask you if there are any additional points that you wish us to consider in deciding whether to grant your request. We will write to you to confirm our decision.

Right to be accompanied

On a reasonable request to be accompanied at any meeting, you may choose one person employed by us to be your companion. Your companion may confer with you at the meeting and address the meeting but may not answer questions on your behalf.

If your chosen companion is not available on the date proposed for the meeting, you may ask for the meeting to be postponed by up to 7 days (starting with the date of the original meeting) provided that the time that you propose is convenient to all parties.

APPENDIX 1

Dear,

Request for postponement of Retirement

I should like to postpone my retirement which is currently due to take place on [].
This is a request under Schedule 6 paragraph 5 of the Employment Equality (Age) Regulations 2006. I would like to:

- a) Continue working until [].
- b) Continue working with no fixed end date.

The reasons for this are as follows:

[insert reasons]

I look forward to hearing from you.

Yours sincerely

.....