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## **RETIREMENT POLICY**

This policy document applies to your employment at *[Insert organisation name and address]*, ("the organisation") and all other organisation sites that you may be asked to work at from time to time.

### **1. Policy statement**

**1.1** The employer's policy is to comply with the law of England regarding retirement. The policy is not a contractual document.

**1.2** In the event that the policy and the law conflicts, the law should take precedence. If employees are in any doubt as to what their rights are they should discuss matters with the employer.

**1.3** Should this policy change as a result of amendments in the law, the changes will be notified to the employee via the employer's notice board.

### **2. Definitions**

**2.1** 'Retirement' – the cessation of your employment upon reaching a predetermined age or date.

### **3. Retirement Age**

**3.1** The organisation does not have an enforced retirement age and it will be for the employee to decide when they wish to retire at which time they should follow the procedure in clause 4.

**Sample document – the remaining are clause headings only**  
**Full document contains all clauses**

**4. Notification of Retirement**

**5. Date of Implementation**

**6. Questions**

**7. Alteration of this Policy**

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