## **ILL HEALTH RETIREMENT PROCESS** \*Prior to an employee being considered for Early Release of Pension funds, all other avenues must be exhausted (i.e. reasonable adjustments / redeployment) HR **OH Admin International SOS** Manager Contact Pension Section/ ASO. Is employee in LGPS with 2 years service? Assess employee against criteria. Request GP/ Discuss with Employee and specialist reports within provide them with a copy agreed time frame prior to of the IHR Guidance passing Ind doc for decision Arranges Complete **referral form** appointment for IHR purposes and IRMP completes as per OH email to OH Admin IHR PEN490 form referral & final report Emails report and Discusses way Sends to OH PEN490 to forward with HR Manager and HR Admin Officer Mailbox THR Approved? Yes Provide Employee Link in with HR with Member with next steps **Declaration Form** for completion Email PEN490 END Form to Pensions and discuss potential final date (pensions process) Informs HR of final date of employmentMeets with employee to mutually agree a Issues letter to employee final date of confirming Early Release employment. of Pension (can be cc: Pensions accompanied by Union Rep, Family member etc.) Completes leaver form and process Long Service Award END