

LP 6/7/2011

6 July 2011

**Re: Minimum notice period for retirement**

Dear Personnel Officer

A three-month minimum notice period for retirement is being introduced for the Civil Service. This follows the extension of the 'Grace Period' i.e. the period during which the calculation of public service pensions is unaffected by the pay reductions applied under the *Financial Emergency Measures in the Public Interest (No. 2) Act 2009*.

It is anticipated that there could be a large increase in the number of retirements of staff in the run-up to the end of the 'Grace Period'. In order to protect services it is critical that management in the Civil Service have knowledge of the numbers of staff retiring and the business areas that will be affected by potentially large scale departures. We are also obliged under the terms of our Memorandum of Understanding with the EU/ECB/IMF to make quarterly returns to our external partners on the progress being made in relation to reductions in public service numbers. Better quality – and earlier – information on intended retirements will be an important part of this reporting requirement.

**You should inform all staff who intend to retire on or before 29 February 2012 that from 11 July 2011 they are required to give 3 months' notice of their date of retirement.**

**Staff should be advised that from 11 July 2011:**

All staff in the Civil Service are required to notify the HR unit at least 3 calendar months before their date of retirement.

1. A formal notification of retirement must be submitted to the HR Unit at least 3 months before the last day of service.
2. The notice of retirement must be unconditional.
3. The last day of service must be clearly indicated.
4. A notification may not be withdrawn on or after the date indicated as the last day of service.

Where they are retiring within 3 months from this letter they should give as much notice as possible in order to protect service levels. It is recognised that these staff will be unable to give the full 3 months' notice.

**Holidays**

Holiday entitlements may be taken as part of the overall 3 months' notice requirement. Every effort should also be made to ensure that officers are facilitated in taking any annual leave entitlement (including carryover leave) in advance of their retirement date. Payment in lieu of annual leave should only be allowed in very exceptional cases.

**Failure to give required notice**

Staff should be informed that any failure to give the required notice could result in a delay in payment of pension benefits and any other payments due,

**Retirements after 29 February 2012**

A three-month minimum notice is being introduced at this point as a temporary measure to assist Departments in the management of what may be a very high number of retirements.

Further instructions will issue in relation to notice requirements for retirements which take place after February 2012.

**Revocation of previous circular on notice period for retirement**

*Letter to Personnel Officers 06/07/1983:- Notice of retirement or resignation* is now revoked

**Application to Non-Commercial State Bodies (NCSSBs)**

Please bring this circular to the attention of the NCSSBs and other agencies/offices under the aegis of your Department for implementation as appropriate.

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Louise McGirr  
Department of Public Expenditure & Reform