

**SCOTTISH TEACHERS' SUPERANNUATION SCHEME
CIRCULAR 05/2013**

WHO SHOULD READ: Directors of Education and Finance
HR Managers and Payroll Managers
Teachers' Unions and Representatives

ACTION: To read and circulate to all appropriate parties
Inform scheme members

SUBJECT: Submission of 2013 summer retirement application forms

The purpose of this circular is to notify STSS employers and representatives of the timescales for the submission of 2013 summer retiral applications

Following the success of the last few years, where we processed the vast majority of applications for summer retrials on time, we are again looking for your support and assistance for 2013.

We have noted that summer retiral dates now cross a wider period of time than previously, when August was more commonly used. Dates range from early June through August, meaning that we now expect to receive the first of these applications soon.

To allow the timely payment of our members' pension and lump sum, we must receive applications, with a summer retiral date, no later than **three months and ideally four months** prior to that date. This will allow us the necessary time to confirm the members record details, process the application and put the pension award into payment for the target date. This, however, is also dependent upon the correct information being submitted on the application form.

To assist with our workforce planning it would be particularly useful for us to know if you intend any premature or early retirement exercise during the summer months. This has, in the past, caused issues for us when a high number of unexpected applications appeared late in the day, on top of our usual summer retrials. We do appreciate that exercises like these involve a lot of work for the employers, but any insight into your intentions will allow us to provide a better service to our members.

Together with that, any indication or estimate on the number of your summer retirements would be very useful to us.

We fully appreciate that circumstances will not always allow employers to submit applications within the required timescales and in such circumstances you can trust that we will try to minimise any payment delays. We would ask, however, that you keep us informed of any potentially late applications and would also encourage you to advise the member that their payments may be delayed as a consequence.

Can I also take this opportunity to remind you that any member retiring from STSS employment, who is thinking of becoming re-employed as a teacher, must terminate their employment for at least one full day.

Please ensure that everyone who is involved in the completion and submission of STSS retirement application forms is given sight of this circular.

Pam Brown
Director of Operations
11 March 2013

Contact information:

Should you have any enquiries about this circular, or require further information, please contact: Teachersbenefits@scotland.gsi.gov.uk

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