

**TEACH:RET Part 2 Section 2 (Employers Only)**

**SECTION 2 – DETAILS OF EMPLOYMENT**

Payroll Reference		Date Contract Began	
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Period used for return date needs to be for the financial year preceding date of retirement.

Return Date	3	1	0	3		
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Salary Rate		
Full Time	Number of <b>Days</b> Worked	
Part Time / Supply	Number of <b>Hours</b> Worked	
Full Time Equivalent Hours e.g. 1365 or 1820		
CARE Pensionable Pay (Including Overtime)		
Overtime Earnings		

To date of leaving

Leaving Date						
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Salary Rate		
Full Time	Number of <b>Days</b> Worked	
Part Time / Supply	Number of <b>Hours</b> Worked	
Full Time Equivalent Hours e.g. 1365 or 1820		
SNCT Leaver Adjustment (If Applicable)		
CARE Pensionable Pay (Including Overtime & SNCT)		
Overtime Earnings		

Notes:

Is pay to date of leaving provisional or final?      Provisional       Final

**CONTINUED ON NEXT PAGE**

**BY COMPLETING THE BELOW TABLES FOR THE LAST 10 YEARS, IT WILL REDUCE THE CHANCES OF SPPA NEEDING TO CONTACT YOU FOR FURTHER INFORMATION  
PLEASE ENSURE ALL STRIKE DAYS AND ABSENCES ARE INCLUDED**

Last 365 Day Period

Start Date						End Date						Salary Rate		

Strike Days (In Last 10 Years)

Start date			End date			Start date			End date		
Day	Month	Year	Day	Month	Year	Day	Month	Year	Day	Month	Year

Acting Up (In Last 10 Years)

Start date			End date			Salary Rate	Full Time	Part Time	
Day	Month	Year	Day	Month	Year		Days	Hours	FTE Hours e.g 1365

Periods of Absence (In Last 10 Years)

Start date			End date			Salary Rate	Half Pay (Y/N)	Nil Pay (Y/N)	Reason
Day	Month	Year	Day	Month	Year				

**Please ensure you complete the employer's declaration at Section 3**

### SECTION 3 – EMPLOYER DECLARATION

To the best of my knowledge all information given in this form is correct and signed and dated by the member.

Name of employer

Name (BLOCK  
CAPITALS)

Telephone number

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Email address for any  
enquiries

Signed

Date

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**SECTION 4 – CERTIFICATION RELATING TO PREMATURE RETIREMENT**

## Employer declaration

A full description of mandatory and discretionary compensation if available from the Employers guide

I certify that  who is aged 55 or over, is retiring from their teaching post at  on the grounds of redundancy\*/in the interest of the efficient exercise of the employers function\* with effect from  /  /   
\* delete as appropriate

I also agree that the above named is entitled to payment of his/her retiring allowances under regulation E6(6) of the Teachers' Superannuation Scheme (Scotland) Regulations 2005 (as amended) or regulation 96 of Teachers' Pension Scheme (Scotland) Regulations 2014 and is therefore entitled to mandatory compensation.

Is the member also being paid a discretionary enhancement? Yes  No

Do you wish to pay SPPA capitalisation costs for:

- mandatory compensation? Yes  No
- discretionary compensation? Yes  Amount  No

Please note that in addition to the capitalisation costs there will also be an administration charge, details of which are on the website.

If the teacher is receiving discretionary compensation not paid by SPPA please give details of the provider

Name of provider

Address of provider

Post code

Telephone number

This certificate should be signed by a senior officer in the Employing Authority who is associated with the decision to accept the voluntary early retirement for the person claiming benefits.

Please ensure to supply us with a valid email address as the salary, service and pension details will now be sent out via email.

Employing authority

Position

Telephone No  Email

Signed  Date

## SECTION 5 – PHASED RETIREMENT CERTIFICATE BY EMPLOYER

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I certify that the particulars given previously are correct and:

- If applying after the change of contract the member has applied within 3 months of the change in contract
- there will be a reduction in the member's contributable salary of 20% or more as compared with the average rate of contributable salary in the six months prior to the end of his/her previous employment
- that this reduced new salary rate will not exceed 80% of the previous salary for a period of 12 months from the date of the salary reduction, ignoring standard pay increases
- all contributions properly payable under the regulations governing the pension scheme have been or will be deduction from the salary.

Salary after phased retirement

£

Employer name

Employer address

Post code

Name (in BLOCK caps)

Telephone number

Email address for any enquiries

Signed

Date