

# UREPF Flexible Retirement Factsheet

This factsheet sets out the terms and conditions for taking flexible retirement under the University of Reading Employees' Pension Fund.

**What is flexible retirement?**

Flexible retirement allows you to draw a proportion of your pension and tax-free cash benefits but enables you to continue working, albeit at reduced hours and salary. Importantly, as you have not taken all of your benefits, you can carry on contributing to the Fund and building up your retirement benefits.

**From what age can I take flexible retirement?**

The earliest age at which you could choose to flex part of your benefits is age 55.

**How many flexes could I take?**

You can take part of your benefits on just one occasion whilst continuing to work. The next time you would have to retire fully by ceasing work and the remainder of your retirement benefits would then come into payment.

**How much of my pension could I take?**

You can choose how much of your pension you want to draw but this cannot be more than 80% or less than 20% of your benefits.

**Under what circumstances can I take flexible retirement?**

In order to take flexible retirement your hours of work and salary must reduce by at least 20% and management approval is required.

If you have multiple posts, you may take flexible retirement by permanently giving up at least one post. In these circumstances, management approval is not required.

**What happens to my remaining benefits?**

When you flex part of your benefits, you will carry on contributing to UREPF on your reduced salary until you fully retire.

You will continue to build up additional benefits under the CARE section of UREPF based on your reduced earnings so your pension is not fixed at the point at which you take flexible retirement.

**Will the pension I draw be reduced?**

If you take part of your pension before the Fund's Normal Pension Age of 65, then your benefits will be reduced for early payment (there are some exceptions for members who joined before April 1988).

**What happens to any AVCs I have paid?**

Any benefits resulting from the payment of added years' Additional Voluntary Contributions (AVCs) have to be taken in full at the point of taking flexible retirement.

Members paying into the money purchase AVC arrangement with Clerical Medical can choose to include all their AVCs to date and then may, but needn't, re-start those AVCs after taking flexible retirement. Alternatively, they can simply leave their AVCs with Clerical Medical until they take permanent retirement.

**Are there reasons why I may not be able to take flexible retirement?**

From the Pension Fund's point of view, you may not be able to take flexible retirement if your benefits remaining in the Fund are insufficient to cover certain minimum requirements.

Alternatively, flexible retirement may still be possible but the amount of pension you may draw may be restricted to ensure this minimum level is covered.

**How much notice must I give?**

A minimum of 2 months' notice is required by the Fund but you should allow for at least 3 months in order for the management approval process to be followed and completed.

**How do I apply for flexible retirement?**

You will need to discuss your request with your line manager, Head of Department/School or Directorate and complete the "Request for flexible retirement" form available on the HR website at [www.reading.ac.uk/humanresources](http://www.reading.ac.uk/humanresources).

If you are a multiple post holder and are permanently giving up one of your posts, you do not need to complete the form, just contact the Pensions Office or scheme administrator for a quotation of benefits.

**Where can I find out more?**

Further information around the flexible retirement process can be found on the HR website (as above) or for pension information please contact the Pensions Office (0118 378 7121 or [pensions@reading.ac.uk](mailto:pensions@reading.ac.uk)) or the UREPF administrator, Capita, direct on 0844 391 2414 or [uor@pensionsoffice.com](mailto:uor@pensionsoffice.com).