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** Manager Iqarus 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 as for IHR purposes and **IRMP** completes per OH referral email to OH Admin IHR PEN490 form process & final report Emails report and Discusses way PEN490 to Sends to OH forward with HR Manager and HR Admin Officer Mailbox IHR 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 employment Meets 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