

Transition to Retirement Factsheet

Overview

The ACT Public Sector (ACTPS) is committed to the development of strategies and initiatives that may assist in the successful retention and retirement of mature age employees.

The Transition to Retirement Factsheet provides guidance to employees, managers and directorate HR areas on the transition to retirement arrangements available for employees. Every effort must be made to facilitate and reach agreement on arrangements which suit the work area and the employee.

This factsheet outlines the available options for transition to retirement arrangement only and does not include any formal CSS superfund transition arrangements. For other flexible working arrangement options in accordance with section E of the relevant enterprise agreement, please refer to the [Flexible Working Arrangements Policy: Facilitating Flexible Working Arrangements](#) and the [Flexible Working Arrangements Policy: Working Remotely Interstate or Overseas policy](#).

Who is eligible to request transition to retirement arrangements?

Mature age employees who are 55 years of age or older and are considering retiring within 4 to 5 years can request transition to retirement arrangements.

Must I seek my own financial advice before undertaking these arrangements?

It is imperative that employees seek independent financial advice prior to undertaking any decisions relating to transition to retirement arrangements, as there may be impacts on pay and superannuation. This may include examining the implications of current superannuation legislation for undertaking flexible working arrangements through enquiries via their superannuation funds and attending relevant information sessions about superannuation and taxation and/or other pay matters associated with retirement.

At the discretion of the delegate, the ACTPS may contribute to the cost of financial advice for an employee as part of planning for a phased retirement period.

The following resources may provide information for employees considering a transition to retirement arrangement:

- [ATO – Transition to retirement knowledge article](#)
- [CSS transition to retirement fact sheet](#)
- [PSS transition to retirement fact sheet](#)
- [Superannuation: Transition to Retirement Arrangements Policy](#)

- [Superannuation: Commonwealth Super Corporation Webinars](#)

It is noted that each superannuation fund contains its own rules and requirements and therefore further independent advice is recommended.

Various directorates and whole of Government may from time to time advertise information sessions on superannuation, including for retirement planning. These information sessions are recommended for employees considering a transition to retirement arrangement.

What transition to retirement arrangements are available?

As long as the entitlements and obligations in the relevant enterprise agreement are met, there are no set limitations on the arrangements that can be negotiated in a transition to retirement process. Such arrangements will be subject to agreement between the employee and the delegate. Transition to retirement arrangements may be in place for up to 5 years.

Managers and employees are encouraged to think innovatively, which could include combining different types of flexibilities that may assist in a phased retirement. This may include any of the following:

Arrangement	Description
Amending the employee's responsibilities and duties	Amending the employee's responsibilities and duties during a phased retirement period. These arrangements must be agreed by the manager and employee and be in writing. They may be reflected in the employee's performance agreement and depending on the level of change the employee's position description may also need to be updated. The duties performed by the employee during the period of transition to retirement must be commensurate with the employee's current classification and hours of work.
Support employees to attend information sessions on retirement	Supporting the employee to attend information sessions on retirement planning.
Mentoring	Engaging the employee in mentoring programs to pass on their corporate knowledge and skills prior to retirement. It is noted that mentoring cannot be the employee's primary duty throughout their transition to retirement arrangement.
Flexible Working Arrangements	This may include part-time employment, job sharing and purchased leave or accessing leave at half-pay. The range of flexible working arrangements are outlined in section E of the relevant enterprise agreement. Any reduction of hours of work will be reflected in remuneration.



How do I request a transition to retirement arrangement?

An employee may initiate discussions and negotiations with their manager or HR area at any time concerning transition to retirement arrangements. Following discussions, the employee may make a request in writing for a flexible working arrangement and complete the Flexible Working Arrangements Request Form in the [Flexible Working Arrangements Policy: Facilitating Flexible Working Arrangements](#) in accordance with the enterprise agreement, subject to delegate approval.

What should an employee or manager do if issues arise with the arrangements?

An employee and manager should review the arrangement annually (or more often if required) to ensure it remains relevant and suits the needs of all parties.

If issues arise outside of the review period, a discussion must occur as soon as possible between the employee and their manager to discuss possible solutions.

