



Belfast Health and
Social Care Trust

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How to Manage a Partial Retirement Application

It is the manager's responsibility to ensure the pay system (HRPTS) is updated to reflect any changes to pay, hours worked, position changes etc.

5. If the application is approved you must complete the offline partial retirement Contractual Change Form (CCF) to ensure the pay system is correct and send this form to the employee who should then forward all relevant forms and certificates in one email to the HRRETIREMENTS-SM email inbox.

6. Log on to the HRPTS worklist and approve or decline the work life balance request

Please be aware it will take up to 6 months to process applications. Should the employee choose to retire within 6 months of the application they may not be in receipt of pension benefits at the date of flexible retirement.