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| **RP5: COVER SHEET FOR REQUEST TO CONTINUE WORKING BEYOND THE RETIREMENT AGE** |
| **Employee name:** |  |
| **Employee department:** |  |
| **Employee position:** |  |
| **Normal retirement date:** |  |
| **Proposed new retirement date:** |  |
| **Proposed working-pattern:** |  |
| **If part-timer, state FTE:** |  |
| **Is space available for the entire extension period?** |  |
| **Is the application subject to the award of funding?*****If yes, please specify details.******If no, please specify the cost code for payment of salary.***  |  |
| **Cases should be exceptional and demonstrate that continued employment will be of net benefit to the University.****You will need to set out how the case meets the relevant criteria below.** |
| 1. **Would the individual’s contribution be unusually difficult to replace given her/his particular skills, knowledge or experience and/or the availability of similar skills and experience from the employment market?**
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| 1. **Would the extended employment, compared with alternative options, fit more appropriately with the future academic and business models and plans of the Department, Faculty or Division over the proposed period (e.g. where there is a desire to develop new teaching or research initiatives)?**
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| 1. **How would any financial commitments or benefits, which would accrue from an extended employment over the period proposed, compare with those which might accrue from alternative options (e.g. the costs and timescales of recruitment and training)?**
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| 1. **What is the impact on current or future funding?**
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| 1. **What is the likely impact of the extended employment compared with alternative options on:**
	1. **The quality of work of the Institution (e.g. on its ability to respond to student needs, to meet research aims, or to provide professional and administrative services of the highest quality)?**
	2. **Opportunities for career development and succession-planning to renew the academy through promotion, bearing in mind turnover in the Institutions?**
	3. **Diversity trends, including the distribution of ages among staff within the work team and/or Institution?**
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| 1. **In the case of clinical staff, is the relevant NHS Trust willing to maintain or renew the individual’s honorary clinical contract?**
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| 1. **Is the duration of the proposed extension of employment and the individual’s preference for full or part-time employment in the interests of the University?**
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| **Any other comments:** |
| Signed byHead of School: |  |
| Date: |  |
| Signed byHR Business Manager: |  |
| Date: |  |
| **This form should remain with the HR Business Manager who will coordinate its submission to the Retirements Central Approval Committee, together with the following documents:*** **Form RP2e -** Applicant’s request to continue working beyond the retirement age
* **Head of School Letter -** Letter from Head of School confirming whether s/he supports the application
* **Head of Institution Letter -** Letter from Head of Institution confirming whether s/he supports the application
* **Curriculum Vitae -** Applicant’s Curriculum Vitae, including a full list of publications
* **Committee Minutes -** Copy of minutes of School-level committee that supported the application
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