Planned Retirement

First Produced:	4/11/92	Authorisation:	Te Kāhui Manukura (TKM)
Current Version:	05/08/2025		
Past Revisions:	16/10/98 28/4/00 25/7/03,28/07/06, 25/08/10 21/08/12, 15/12/14, 03/10/17,	Officer Responsible:	Director, People and Culture (P&C)
Review Cycle:	01/04/20,16/03/2021		
Applies From:	2 years		

Major changes/additions since the last version was approved are indicated by a vertical line in the left-hand margin

1 Introduction

1.1 Purpose

To offer guidance to colleagues, who have been employed at Ara Institute of Canterbury Limited (Ara) for at least 10 years and who wish to retire permanently from tenured employment, to make quality decisions with regard to their retirement.

1.2 Scope and Application

This policy applies to all full-time Ara colleagues wishing to retire and have been employed by Ara in a tenured position/s continuously for at least 10 years.

1.3 Formal Delegations

The Director, People and Culture (P&C)may approve planned retirement schemes under this policy. The Director, People and Culture (P&C) may delegate authority within this policy.

1.4 Definitions

a **Planned Retirement:** Support provided to eligible colleagues who want to retire permanently from full time employment who have been employed by Ara for at least 10 years.

b **Exceptional Circumstances:** Reasons other than age or length of service (usually serious illness) that are accepted by the Director, People and Culture (P&C)as grounds for planned retirement.

c **Benefits:** The precise arrangements will be negotiated individually but could include any one of the following or a mutually agreed combination of:

i a reduction to a proportional/part-time position for an agreed period.

ii an Ara training package discount (in accordance with the CPP205 Council/Staff Discount Fees policy) to assist with preparation for retirement and/or change oflifestyle.

All policies on the Ara website are the current version. Please check date of this hard copy before proceeding.

iii recognition of experience and expertise: The Management of Ara may keep on record the experience and expertise of retired colleagues whose specialised knowledge and competence make them a resource for future projects that could be undertaken through negotiated short term contracts. This would in no way imply intent or undertaking to provide future employment. A record of experience and contact information for such retirees will be kept by People and Culture.

Related Ara Procedures	**Related Ara Policies** • CPP205 Council/Staff Discount Fees • CPP214 People and Culture Management • CPP211 Code of Professional Practice • CPP204 Equal Employment Opportunities
Related Legislation or Other Documentation	**Good Practice Guidelines**
References Nil	
Notes	

2 Principles

2.1 Ara wishes to recognise a colleague member's contribution to the Institute over a significant period of meritorious employment.

2.2 Exceptional circumstances will be taken into account when considering the retirement of a colleague who falls within the scope of this policy.

3 Associated procedures for Ara Corporate Policy on: Planned Retirement

Contents: 3.1 General

3.1 General

a Except in the case of illness, a colleague wishing to be considered for planned retirement must apply to the Director, People and Culture (P&C).

b Colleagues may discuss their options and ideas for retirement (in context of the provisions above) with their manager and/or People and Culture Business Partner, prior to applying to the Director, People and Culture (P&C).

c The colleague and Director, People and Culture (P&C) may negotiate an appropriate individual employment agreement within this context.

d The colleague, their manager, and People and Culture Business Partner will discuss the management of any outstanding annual leave.