

# Severance Scheme

# Expression of Interest form

carmarthenshire.gov.wales

##  SEPTEMBER 2021

# **IF YOU HAVE MORE THAN ONE JOB WITH THE COUNCIL AND WISH TO EXPLORE OPTIONS FOR SOME OR ALL OF THEM, PLEASE COMPLETE A SEPARATE FORM FOR EACH**

I am interested in considering the following option(s)\* please can we discuss in more detail:

1. Voluntary Severance/Early Retirement YES/NO

 Please state your preferred retirement date

1. Part time working YES/NO
2. Job-share YES/NO
3. Term time working YES/NO
4. Career Break/Unpaid leave YES/NO

**\* (Please see Page 4)**

# **PLEASE COMPLETE USING CAPITAL LETTERS**

EMPLOYEE NUMBER

FULL NAME

JOB TITLE

POST NUMBER

DEPARTMENT

DIVISION

HOME ADDRESS

POSTCODE

DAYTIME TELEPHONE NUMBER

E-MAIL ADDRESS

DATE OF BIRTH

SIGNED

DATE

**This form should be returned by email to Debra Osborne, People Services Advisor at dosborne@carmarthenshire.gov.uk If you do not have access to email then please ask your line manager to submit the form on your behalf.**

Date received:

# **OVERVIEW OF OPTIONS AVAILABLE**

**Voluntary Severance**

Voluntary severance ends the employment contract through mutual consent on an agreed date. If agreed, the employee receives a severance payment. In addition, for employees aged 55 years and over who are members of the Local Government Pension Scheme it allows access to their pension

**Part-time**

Employees are contracted to work less than full-time i.e. less than 37 hours a week. This may be considered on a permanent or temporary basis.

**Job sharing**

One full-time job is split between two employees who agree the hours between them in conjunction with the manager.

**Term-time working**

An employee remains on a permanent contract but can take paid annual leave and unpaid leave during school holidays.

**Career break/unpaid leave**

Employees may take an extended period of time off unpaid.

To view the Severance Scheme, Flexible Working and Career Break Policies, please visit the HR section on the intranet <http://intranet/our-people/hr/> or speak to your line manager.

Severance applicants may request a preferred release window for consideration.