

Diocese of Elphin – HR Policy Handbook

Document Name: Retirement Policy
Document No: 3.1.7 (original)
Effective Date: 15th February 2019
Written By: Frank Mitchell, HR Advisor
Approved By: +Kevin Doran, Bishop of Elphin



Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on Retirement. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

The purpose of this policy is to ensure that all staff members of "the employer" who are approaching retirement are informed of options available to them in their final year of employment with "the employer". This policy should be read in conjunction with the equality and diversity policy.

The normal retirement age is 66 years or the date a person qualifies for the State Contributory Pension. Staff members will retire on their 66th birthday, or the date they qualify for the state contributory pension.

Staff members who are within 2 years of their retirement date are encouraged to request a meeting with his/her manager to discuss the following:

- the date on which the staff member will retire;
- succession planning arrangements;
- what options, if any, may be available to the staff member such as:
 - part-time working, phased reduced working hours, taking extended annual leave;
 - attending a retirement planning course, to discuss matters such as social welfare entitlements, personal taxation, pension options, lifestyle and activities/hobbies.

A further meeting will be arranged close to the retirement date, for example, within three months of retirement, to discuss any accrued annual leave or payments due to staff members or similarly any deductions or loans outstanding. The process for handover will be agreed at this time and staff members are required to cooperate with any requests that "the employer" may ask in this succession process.

Pension Arrangements

Staff members are encouraged to meet with their PRSA advisor at least once every five years, and coming up to retirement. Facilities will be made to allow the staff member attend such meetings with their PRSA advisor if applicable.

Phased Retirement

Staff members may request a phased retirement which involves options such as a gradual change in work pattern or arrangements in the lead up to full retirement. This request will be considered on a case-by-case basis and feasibility assessed on the individual's role and business needs. The effect of this option on the employee's salary will be discussed at the meeting and confirmed in writing.

Diocese of Elphin – HR Policy Handbook

Document Name: Retirement Policy
Document No: 3.1.7 (original)
Effective Date: 15th February 2019
Written By: Frank Mitchell, HR Advisor
Approved By: +Kevin Doran, Bishop of Elphin



A confirmation document of a phased retirement arrangement will include:

- start and end date, ie, retirement date;
- new work pattern or arrangements;
- duties and responsibilities (if amended);
- changes in salary and benefits;
- signatures of employer and employee.

For further information please contact:

HR Advisor
Elphin Diocesan Office
St. Mary's
Temple Street
Sligo F91 KTX2
Email: hr@elphindiocese.ie
Mobile: 087 240 4882