R7 Retirement

# Transitional Working Arrangements Policy (for Voluntary Retirement)

We are committed to maintaining a diverse and inclusive workplace. We believe transitional arrangements can assist employees who wish to transition to flexible work arrangements as they approach voluntary retirement.

A transitional working arrangement is an agreement we make with an employee to change their working hours or days of work, their working duties and/or level of responsibility as they transition to voluntary retirement.

A transitional work arrangement may include:

* part-time work;
* job-sharing; and
* changing work responsibilities.

Transitional working arrangements will generally be in place for a specific period culminating in the employee’s voluntary retirement.

A request for a transitional working arrangement must be accompanied by a business case that shows the mutual benefits of the arrangement. When considering a proposal for a transitional working arrangement, a balance must be struck between our business requirements and employee needs.

A transitional working arrangement will not be granted if our operational needs cannot be adequately met.

During a transitional period, the arrangement will be regularly monitored and may be reviewed at any time to ensure our business requirements are being met.

Employees are asked to provide as much notice as possible when proposing a transitional working arrangement. To enable good practice management and planning, sufficient time is required to consider the business case and assess whether a suitable arrangement be developed to allow the transitional working arrangement to be put into place.

Other relevant policies:

* Discrimination and Equal Opportunity Policy;
* Elder Care Policy;
* Family Care Policy;
* Flexible Work Practices Policy; and
* Work Health & Safety Policy.

**Authorised by:**

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**Manager’s/Director’s name Name of company**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date for next review:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_