**APPENDIX 3**

**Flexible Retirement - Chief Officer Authorisation**

Name of Applicant:

Job Title/Service Area:

Pay Number:

N.I. Number:

I do not agree to support this application

I agree to support this application for (please indicate below):

Reduction of hours, from       to

Reduction of grade, from       to

In supporting this application I acknowledge that:

* the remaining element of the post cannot be filled
* the applicant cannot be offered additional hours in the future
* the savings accrued from the flexible retirement will be extracted from the relevant salary budget

**Authorisation from Chief Executive/Group Director**

Signed:

Date:

**Business case to support application** (this needs to be completed for all agreed cases):