

**DEPARTMENTAL LETTERHEAD**

Date:

Dear .....[enter name of officer]

**MEDICAL RETIREMENT**

In accordance with Section 57 of the Public Services (Management) Act and the General Orders, I am retiring you from the Public Service on medical grounds. Your retirement will take effect from [enter date of retirement].

Officers in my department will be calculating the entitlements due to you and, if you are a contributor, informing the POSF to cease your superannuation contributions.

Please ensure that you complete the Separation Authority Form for the Public Officers Superannuation Fund to allow you to claim for your superannuation benefits at retirement. You should also attach evidence of marriage and evidence of the dates of birth of your children if they are under 16. Marriage/Birth Certificates are the best evidence but if you do not have these, then a Statutory Declaration or Tax Declaration would be acceptable.

Do not hesitate to contact the Personnel Officer if you require assistance in completing this Form or in finding the necessary evidence of marriage or dates of birth of your children. Please return this form to me as soon as you have completed it.

I would like to take this opportunity to thank you for your contribution to the Public Service and to wish you well in your retirement.

**Secretary**

**COMPLETION INSTRUCTIONS FOR RETIREMENT FORMS**

1. The form should be completed in triplicate (3 copies).
2. Tick, or place cross in boxes as appropriate.
3. Where date of commencement and permanency are required the actual dates should be entered.
4. Once the separation has been approved by the Departmental Head, the 3 copies should be dealt with as follows:
  - a) 1 to be placed on the officer's Personnel File,
  - b) 1 to be sent to the Secretary, Department of Personnel Management for record purposes, and
  - c) 1 to be sent to the POSF (if the officer is a contributor) with the following attachments:
    - completed POSF Separation Authority and claim for superannuation benefits (available from POSF) along with evidence of marriage and dates of birth of children under the age of 16,
    - a photocopy of the officer's Salary History Card. This will be used by POSF to calculate the officer's superannuation entitlements.
5. Note that the Departmental Head is the approving authority for Separations. Thus once he signs the Separation Advice then the separation of that officer has been approved. NB The Secretary for the Department of Personnel Management is required to certify all early retirements and the proper calculation of retirement benefits.