Retirement Procedures

The retirement procedure plan should include the following steps:

1 Submitting a Retirement Notice

Staff members wanting to retire are responsible for seeking independent financial / retirement advice. They should also seek advice from Human Resources before finalising their retirement plans.

A staff member who wants to retire must submit a notice of their resignation in writing to their Centre Manager or General Manager Human Resources.

The notice period must be in line with Bounce Fitness Termination Policy.

2 Accepting the Notice of Retirement

The Centre Manager will approve the notice of retirement and forward it to Human Resources. The General Manager Human Resources may approve to waive the notice period.

When accepting the notice, the Centre Manager must also consider:

- **How will the workload be managed without the staff member?**
- **Will Human Resources need to be contacted to discuss recruitment of a replacement?**
- **How will the announcement be made to other staff members?**
- **How will a handover be conducted if a replacement is required?**

3 Processing the Retirement Application

Human Resources will:

a) **Process the retirement and provide letters to the staff member and Centre Manager confirming the retirement date.**

b) **Process payments and / or superannuation once an acknowledgement that these letters have been received.**

c) **Provide the Centre Manager with a 'staff departure checklist' as soon as the retirement has been announced.**

d) **Contact the departing staff member to undertake an exit interview. The information obtained at the exit interview will be treated confidentially; however, trend data will be used to improve staff retention**

e) **On request provide a written statement of employment. This states the date the staff member started with and departed from Bounce Fitness, and the position/s held.**

This will be sent to the staff member's home address.

The manager will:

a) **Check the departing member's objects on loan via a Centre Manager's report to ensure that any outstanding objects on loan (e.g. motor vehicles, laptops, mobile phones, corporate credit cards etc) are returned before the staff member leaves.**

b) **Meet with the departing staff member shortly after the departure has been announced to arrange the collection of outstanding Bounce Fitness property.**

c) **Ensure the 'staff departure checklist' is completed and signed by the Centre Manager and staff member and returned to Human Resources.**

4 Retirement Gratuities

The Centre Manager should speak to Human Resources to confirm the staff member's eligibility for a retirement gratuity.

The manager will then advise the staff member of their eligibility, and advise them to choose a gift for the gratuity amount.

The Centre Manager approves the choice of gift using the Bounce Fitness Corporate Card and should organise a staff member to purchase the retirement gratuity.

The manager will arrange for the gift to be presented to the retiree.