This can be a Voluntary Exit, or a Voluntary or Compulsory Redundancy.

What to expect...

when you leave under an exit scheme.

This guide applies to:

• Eligible employees.
  
  You work either full or part time for an employer covered by the Civil Service Compensation Scheme (CSCS). You may be a member of the Civil Service Pensions arrangements, partnered or have chosen to opt out of the pension.

What you need to do

What your employer needs to do

What the pension and compensation scheme will do

This is how long these steps will usually take?

Your employer offers a CSCS exit scheme and you have applied to take part

They pass the details on to Civil Service Pensions for quotations to be produced.

The options you receive will depend on the type of Voluntary Exit or Voluntary or Compulsory Redundancy Scheme your employer has offered, the scheme you are a member of, how long you have been in the scheme and your age at your exit date.

If your application is accepted you will receive your quote from your employer.

This will include some forms to complete if you want to accept the quote that has been supplied.

Your employer will check to ensure all paperwork is received, and Civil Service Pensions may contact you to request further information or to check the options you have selected.

If your forms are returned by the scheme deadline, your compensation should be paid within three weeks of your exit date.

If your claim form is received later than this, it may result in a delay in making your compensation payment.

Your exit date

If you are over Minimum Pension Age and have chosen to receive your pension immediately on a reduced basis.

If you are over Minimum Pension Age you can choose to receive your pension immediately on a reduced basis for early payment.

Your pension will be preserved. You will receive any lump sum compensation you are due shortly after your exit date. Your pension is held in the scheme until you choose to claim it.

If you are over Minimum Pension Age and have chosen to receive your pension immediately but are using your compensation payment to buy out the reduction for early payment.

Your pension will be paid immediately. You will receive the compensation payment and any lump sum you choose to take from the pension scheme after your exit date.

If you are claiming your pension before your Normal Pension Age, your pension will be reduced for early payment.

Your pension is paid by Civil Service Pensions and is due to start a month after your retirement date, paid monthly in arrears.

If your exit pension is insufficient to cover the full cost of the reduction you (or your employer, at their discretion) have the option to make additional payments to cover the full cost.