This guide shows the steps involved in running an exit scheme. It does not include depend on the number of employees involved in your exit scheme. The timescales on this guide are all approximate. The exact timings for the scheme administrator’s work will be confirmed following the receipt of your F1 form and will vary by employer.

**Step one**
Employees review their quotes and ask questions along with the scheme email address: restartingtheconversation@cabinetoffice.gov.uk

**Step two**
You should provide employees with a personal and secure online service to upload their CDF form. This is a legal requirement.

**Step three**
You must send the Scheme Administrator any revised timescales. The timescale depending on your internal processes.

**Step four**
You will need approval for each individual exit. You will need to arrange to pay this to the Scheme Administrator, depending on the employee’s last day of service.

**Step five**
You will provide a control sheet to employees with information about their benefits. They will need, they will calculate the award and will write to your employees review their quotes and ask questions.

**Step six**
The scheme administrator will provide a control sheet to employees with information about their benefits. They will need, they will calculate the award and will write to your employees review their quotes and ask questions.

**Step seven**
The Scheme Administrator will also need to draft your business case and decide on the selection process.

**What to expect...**
This is how long each step will usually take:

- **Step one**
  - Two weeks

- **Step two**
  - Two to six weeks

- **Step three**
  - Two weeks

- **Step four**
  - Two weeks

- **Step five**
  - Two weeks

- **Step six**
  - Two weeks

- **Step seven**
  - Up to 10 weeks

**What you, the administrator, will do:**

- Assist employees with completing their CDF form
- Make sure employees have all the information they need
- Review employees' compensation packages
- Confirm employees' pension arrangements
- Send employees a personalised letter within 10 working days of receipt of their CDF form

**What the Scheme Administrator will do:**

- Confirm employees' pension arrangements
- Send employees a personalised letter within 10 working days of receipt of their CDF form
- Complete employees’ payment arrangements

**What the employees will do:**

- Provide a control sheet to employees with information about their benefits
- Review their quotes
- Ask questions

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