

## Early Departure Scheme Application for Cabinet Office Approval

**Employing Organisation**

**Type of Departure – One Type Only**

Voluntary Exit

**Tariff**

Between Statutory terms 2 x standard tariff

Will the lower paid underpin apply?

Will the early access to pension provision apply?

Will the discretion to vary qualifying service be used?

Voluntary Redundancy

Will the discretion to vary qualifying service be used? Y/N

Compulsory Redundancy

VRS - Insert associated voluntary scheme identifier

**Estimate of Costs**

£

**Number of Intended Exits**

**Intended Month of Exits** (to be agreed by MyCSP)

**Number of Quotes Expected**

**Business Case** – On a separate document attached to this form you must give a business case for the terms on offer. If the intention is to offer terms over the standard tariff of 1 month per year of service on Voluntary Exit there must be clear business reasons.

Signed:.....

Dated:.....

Contact Details:

Role/ Position:

Send the completed form to [redundancyschemes@cabinet-office.gsi.gov.uk](mailto:redundancyschemes@cabinet-office.gsi.gov.uk)

**For Cabinet Office use: Approved?**

Conditions attached to approval or reasons for refusal

Scheme Identifier

Signed:.....

Dated:.....