

What to expect... ...when you leave under an exit scheme.

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

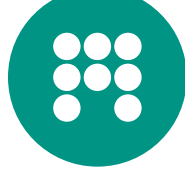


This guide applies to:

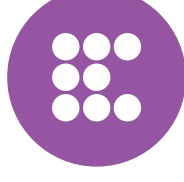
- **Eligible employees.** You work either full or part time for an employer covered by the Civil Service Compensation Scheme (CSCS). You may be a member of the Civil Service Pension arrangements, partnership or have chosen to opt out of the pension.



This is how long these steps will usually take



What you need to do



What your employer needs to do



What Civil Service Pensions will do

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.

Civil Service Pensions process the quotations, and pass them to your **employer**.



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.

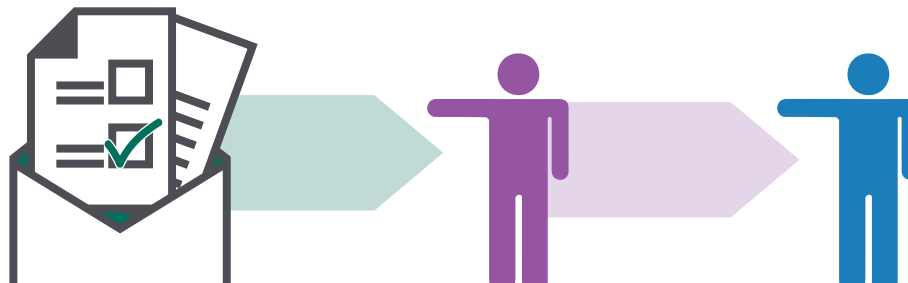


The options **you** receive will depend on the type of exit scheme your **employer** has offered, the scheme you are a member of, how long you have been in the scheme and your age at your exit date.

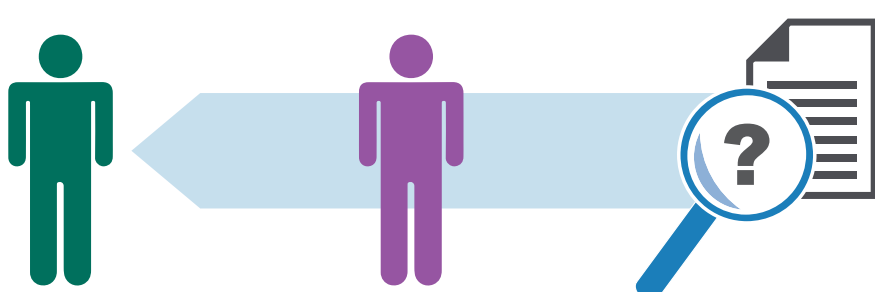
You can find additional information about the CSCS terms on the dedicated pages on the Civil Service Pensions website: www.civilservicepensionscheme.org.uk

Please note: If **you** have any queries about your service on your quote, **you** should contact your **employer** first.

By the deadline set by your employer



If **you** want to go ahead, **you** need to return your completed forms to your **employer** who passes them on to **Civil Service Pensions**.



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.



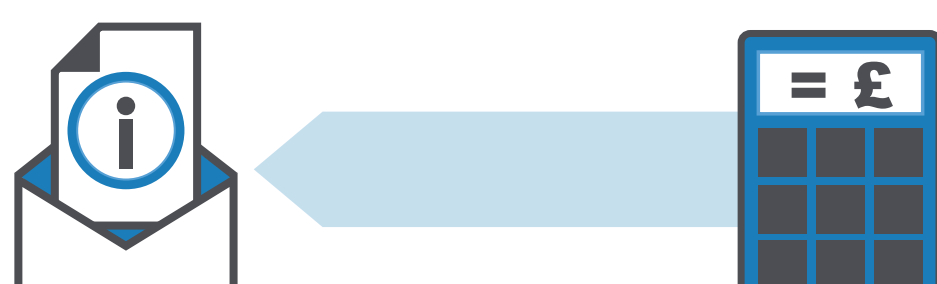
If your forms are returned **by the deadline given**, your compensation should be paid within the timescales provided by your employer.

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

Please note: Tax may be deducted from your compensation payment in accordance with the tax rules, which will be confirmed in the quotation you receive.

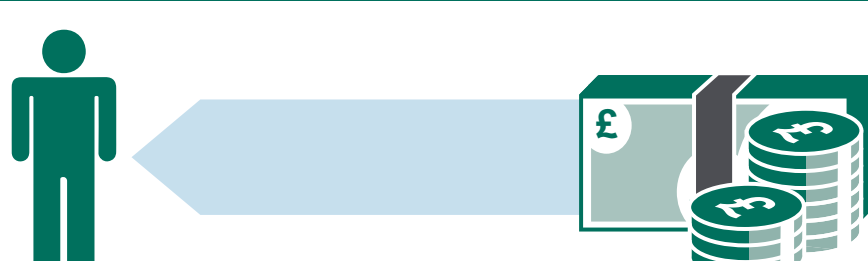
Some or all of your compensation payment will be retained by the Scheme Administrator (MyCSP) if you have decided to use it to buy out the reduction applied to your pension for taking it early, or if you have decided to purchase added pension.

Your exit date



Civil Service Pensions will finalise your benefits and confirm them in writing. Your **employer** will pay your compensation.

If you are under minimum pension age, or have chosen not to receive your pension immediately.



Your pension will be preserved: You will receive any lump sum compensation you are due in the timescales provided by your employer. Your pension is held in **the scheme** until you choose to claim it.

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 paid immediately: **You** will receive any lump sum you choose to take from the pension scheme after your exit date. **You** will receive any lump sum compensation you are due in the timescales provided by your **employer**.

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 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: If your compensation payment is sufficient to cover the full cost of the reduction, your compensation payment will be reduced by this amount and you will receive any remaining compensation as a lump sum.

If your compensation payment 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.



Please note

These are guidelines only. Some cases may be more complex and will take longer to process.

Visit our website for more information: www.civilservicepensionscheme.org.uk