



<b>Section</b>	People & Culture
<b>Contact</b>	People & Culture
<b>Last Review</b>	October 2022
<b>Next Review</b>	October 2025
<b>Approval</b>	SLT 17/08/112

**Purpose:**

To provide guidance and support to staff wishing to plan for retirement, including an opportunity to explore options for managing a transition from full-time active service to retirement.

**Policy:**

1. All staff will be subject to the retirement provisions of their employment agreement.
2. The University's definition of a retirement is a staff member **permanently withdrawing from the regular paid workforce**. This does not exclude retired Massey University staff from being re-employed by Massey University on a fixed-term basis up to a maximum of two years.
3. The timing of retirement is a matter of individual choice and mutual agreement between the University and the staff member.
4. Early planning for retirement is mutually beneficial as it provides both the University and the staff member with certainty about the future and encourages staff to be pro-active with retirement planning.
5. The University provides the following assistance to staff to prepare for and enter /F1 10.00001T@.000008875 0 595.642 reV



other facilities (e.g.,



**v. Job-sharing**

A reduction to part-time work involving two or more people sharing the working hours, responsibilities, and tasks of a single full-time position. To work most effectively job-sharing requires the right match of job, job “partners” and manager, and also requires more attention, flexibility and communication than other work options. Any job- sharing arrangement must have the prior agreement of the manager.

**vi. Leave with/without pay**



Human Rights Act 1993

**Legal compliance:**

With the exception of Section 30A of the Human Rights Act 1993, the Act prohibits aged-based discrimination in respect of decisions to pay service-based retirement benefits.

**Related procedures / documents:**

Employment Agreements

**Document Management Control:**

Prepared by: Employment Relations Advisor  
Authorised by: Deputy Vice-Chancellor – University Services  
Approved by: SLT 17/08/112  
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