

APPLICATION for RETIREMENT from the PUBLIC SERVICE (Ministry of Education and Training)

Notes

- Compulsory age of retirement for employees of the Public Service is 60;
- All employees shall retire on attaining the age of 60 years unless prior approval for extension of service has been granted by the Public Service Commission (PSC);
- Employees due to retire are to submit this form (Application for Retirement) to the CEO for Education and Training via their Head of Division three (3) months before turning 60 for internal processing and submission to PSC.

Part 1: Employee who is due to retire is to complete this Part.

Date of Application	
Name as on Birth Certificate Add married name where applicable	<i>(Attach a copy of Birth Certificate – compulsory)</i>
Date of Birth	
Position held	
School/Division	
Effective date of retirement	<input type="checkbox"/> My retirement is to be effective on the date I turn 60. <input type="checkbox"/> My retirement shall be effective on the date I turn 60 unless the Ministry still requires my services after I turn 60 subject to the approval of PSC.
I may be contacted at this address	Phone Number: Email: Home address:
Documents to be attached to application	(Please tick & ensure documents are attached to application):- <input type="checkbox"/> A copy of my Birth Certificate <input type="checkbox"/> An Affidavit (only if name on birth certificate is different from name used in the Ministry) <input type="checkbox"/> My completed Exit Interview Form <input type="checkbox"/> My own record of employment in the Ministry to be checked against the records in the Ministry
Signature of Applicant	

Part 2: For OFFICIAL USE only (Head of Division to complete this Part)

Date application is received	
Name and Signature of receiving officer	x x

RECOMMENDATION OF THE HEAD OF DIVISION (please tick)

1. ☐ That the employee retires upon attaining the age of 60.
2. ☐ That the employee's compulsory age of retirement and end of service be extended as follows:-
 - 2.1. ☐ To December of the year turning 60
 - 2.2. ☐ For one year with effect from the date turning 60.
3. ☐ That the employee retires upon attaining the age of 60 and be offered a professional contract for one year thereafter.

Head of Division is to tick below the REASON for seeking extension of service or contractual employment (these are in line with guidelines provided by PSC to facilitate its deliberation and consideration of the request:-

- ☐ Ending service in December will minimize disruption to the school's/Division's annual work programme.
- ☐ The position is in a highly specialized area, such that the inability to extend the date of retirement or to contract such person will be a significant loss of irreplaceable expertise and institutional knowledge and reduce the Ministry's ability to provide an essential service to the public.
- ☐ Due to unforeseen circumstances, the Ministry was unable to plan for suitably skilled and qualified employees to succeed the retiree (succession planning) and that there are emergency circumstances requiring the employee's retirement to be extended.
- ☐ The Ministry is unable to source from its permanent staff an employee with the needed skills and specific qualifications to take over this position and conduct the high priority work required by the Ministry.

- ☐ There are long term Ministry high priority deliverables specified in the employee's job description which specifically requires the employee to complete

Head of Division is to provide justification(s) below for recommendation/reason given above. Note that these will be carefully considered by the CEO, Hon. Minister and PSC (use additional paper if necessary):-

If Head of Division is recommending an offer of contract, please quote below the Contract Labour VOTE in Division that is to be utilized to pay the Contractor:-

Vote (Budget Line Item):

.....
Name of Head of Division Signature Date

**Part 3: For OFFICIAL USE only (Finance, HRM, CEO's Office,
Ministerial Decision)**

COMMENTS (FINANCE & HRM)

Official	Recommendation supported for approval	Recommendation not supported	Discuss	Any other comment	Date
Director Finance (Manu 'Akau'ola)					
Director HRM (Kalolaine Mafi)					

**COMMENTS
of the CHIEF EXECUTIVE OFFICER, Mr. 'Isikeli Ngala Oko**

	Recommendation supported for approval	Recommendation not supported	Discuss	Any other comment	Date
CEO					

**DECISION
of the HON. MINISTER for EDUCATION and TRAINING,
Hon. Siaosi 'Ofa Ki Vahafolau Sovaleni (Hu'akavameiliku)**

	Approved for submission to PSC	Not Approved	Discuss	Any other comment	Date
Hon. Minister					