Retirement Policy

Statement and Purpose of the Policy

Serenta Homecare is committed to equal opportunities for all its employees and recognises the contributions of a diverse workforce, including the skills and experience of older employees.

Serenta Homecare does not have a compulsory retirement age and you may continue working until you give contractual notice that you wish to retire.

Any contractual retirement age previously stated in your terms and conditions of service, no longer applies.

1. Principles

- Serenta Homecare encourages employees to prepare for their retirement, both financially and personally
- You can indicate a date when you are thinking of retiring before making a formal decision or giving formal notice
- If you change your mind your Registered Manager may have a general discussion with you about your plans and you can continue working beyond the retirement date you originally indicated
- You may wish to consider a flexible pattern of work as you approach retirement and can change availability giving the required notice or reduce hours through agreement with the Registered Manager
- Once you have decided to retire and have given formal notice to leave, Serenta Homecare is under no obligation to agree to withdrawal of this notice if you change your mind at this stage.

2. Retirement Procedure

The Registered Manager will have regular conversations with you about your expectations, development needs and future plans, e.g., through your annual appraisal.

You are requested to give an early indication 6 months prior to the date you are planning to retire where possible to assist Serenta Homecare in planning resources and recruitment where necessary to ensure that there is no disruption to the service.

When you formally make your decision to retire you are required to inform your Registered Manager in writing giving at least the period of contractual notice stated in your contract of employment.

We will write to you acknowledging receipt of your retirement resignation letter.

A meeting will be arranged with the relevant Registered Manager to discuss arrangements, including confirmation of your retirement date, handover plans, pension details and phased retirement, if applicable.

Once a leaving date has been agreed, the Registered Manager will write to you confirming your last day of employment and this information will be forwarded to Serenta Homecare' payroll provider.

Prior to retirement, you are expected to assist in:

- Ensuring a smooth handover of work; and
- Supporting your successor if applicable
- Return all company mobile devices, Id badge, uniform etc.

3. Pension

If you wish to consider a flexible pattern of work as you approach retirement you are advised to seek advice on how this may affect your pension.

You may be eligible to draw your pension and continue to work on a part time basis subject to the conditions of your pension scheme and Serenta Homecare' business needs.

You should contact your pension provider or take independent financial advice before making any decision in relation to retirement.

Document Control

Date Approved: June 2026 Target Audience: All Serenta Homecare Staff Review Date: June 2028 Author: Fran Beardsmore