

What to expect...

...ill health retirement

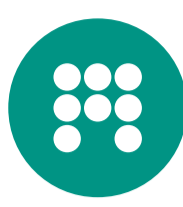
This guide applies to:

- **Active members** (you work for an employer covered by Civil Service Pensions and you have not opted out of the pension). You must have at least two years' qualifying service and have suffered a permanent breakdown in health that is preventing you from working, to be eligible to retire on health grounds.

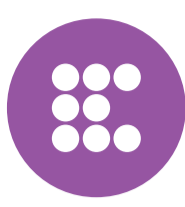
This guide covers:



How long the steps usually take



What you need to do



What your employer needs to do



What the Scheme Medical Adviser will do



What the scheme administrator will do (Civil Service Pensions)

You are an active member

STEP 1 Timescales can vary

..... If **you** are too ill to continue to work, you need to discuss your options with your employer who will support you through the process.

If **you** are eligible to retire on ill health grounds, **your employer** may request an estimate of ill health benefits from **Civil Service Pensions**.

You need to work with **your employer** to complete an Application for an **IHR1 – application for an Ill Health Retirement Assessment form**, which can be found on the **Employer Forms page** on www.civilservicepensionscheme.org.uk



You may wish to ask your doctor or specialist to provide medical detail to help with your application.

Your employer will submit your application form to the **Scheme Medical Adviser** for their review.



STEP 2 Timescales can vary

..... Within two days of receiving your application form, the **Scheme Medical Adviser** will review it to make sure it is complete and all the necessary paperwork has been received.

If your application form is incomplete or there is paperwork missing, the **Scheme Medical Adviser** will contact **your employer** to request this information.

The timescale for the **Scheme Medical Adviser** to receive information can vary from employer to employer.

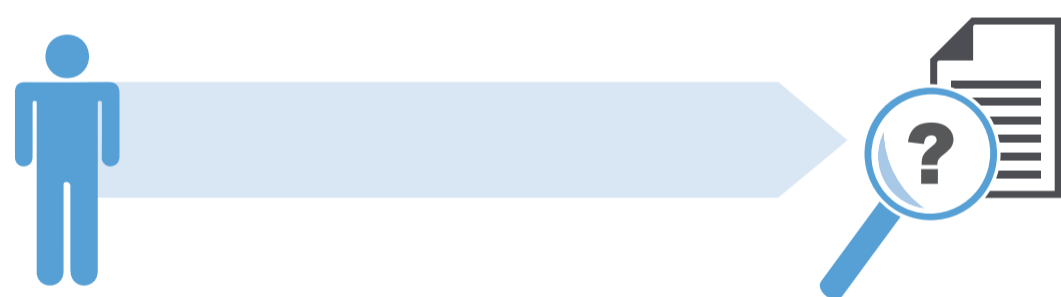


STEP 3

..... Within 10 days of your application form being received, the **Scheme Medical Adviser** will review your case to see if they need further evidence to make an assessment.

The **Scheme Medical Adviser** may request a personal consultation with **you** to obtain further medical evidence, and/or request a third party report from your doctor and/or specialist.

If the **Scheme Medical Adviser** has enough medical evidence to complete their assessment, they will do so. The **Scheme Medical Adviser** will issue the outcome report to **your employer** with a copy to **you** (if you have requested on your application form to see it either in advance or at the same time).



STEP 4 Timescales can vary

..... **Your employer** will confirm if your request for retirement on ill health grounds has been granted, and if they accept the **Scheme Medical Adviser's** recommendation.

If your request is successful, **your employer** will request your quotation from **Civil Service Pensions**.

If your request is unsuccessful, **you** can appeal the decision. If you are a member of a scheme that provides two tiers of ill-health retirement (classic plus, premium, nuvos or alpha), you can also appeal against a decision to award you lower tier ill-health retirement.

You can find out more information about the appeal process in the Medical Reviews and Appeals guide, which can be found on the **Scheme Medical Adviser page** on our website: www.civilservicepensionscheme.org.uk

STEP 5

..... Within two days, **Civil Service Pensions** will check the information supplied. If there is any information missing, they will request this from **your employer**.

Timescales for providing this information may vary.



STEP 6 Up to 10 days

..... Once **Civil Service Pensions** has all of the information they need, they will send **you** an ill health retirement quotation pack. **You** should complete the pack and return it as soon as possible. For information on where to send your pack, please visit the Contact Us page on our website: www.civilservicepensionscheme.org.uk



STEP 7 Up to 10 days

..... Once **you** have returned your forms and required documentation, **Civil Service Pensions** will send **you** a statement confirming how much your pension and lump sum (if applicable) will be and when it will be paid.



Please note: this is intended as a guide only. Some cases may be more complex and will take longer to process.

Members: for more information, please refer to the Ill Health Retirement Guide for Members, which can be found on the **Member Publications page** on our website: www.civilservicepensionscheme.org.uk

Employers: for more information please refer to the Ill Health Retirement – Procedural Guidance for Employers, which can be found on the **Scheme Medical Adviser page** on our **website**.