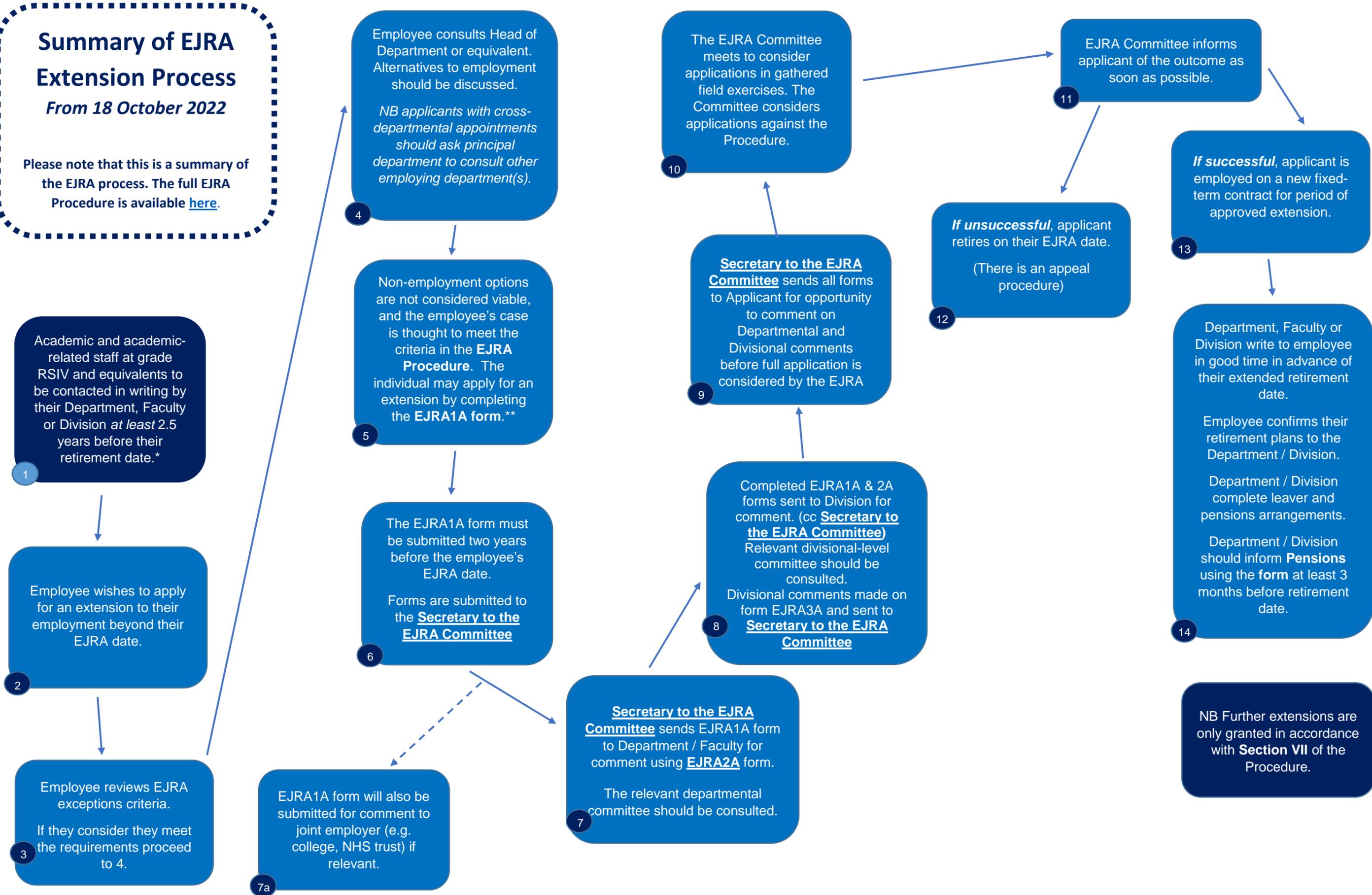# Summary of EJRA Extension Process
From 18 October 2022

Please note that this is a summary of the EJRA process. The full EJRA Procedure is available here.

1. Academic and academic-related staff at grade RSIV and equivalents to be contacted in writing by their Department, Faculty or Division *at least* 2.5 years before their retirement date.*

2. Employee wishes to apply for an extension to their employment beyond their EJRA date.

3. Employee reviews EJRA exceptions criteria.

If they consider they meet the requirements proceed to 4.

4. Employee consults Head of Department or equivalent. Alternatives to employment should be discussed.

NB applicants with cross-departmental appointments should ask principal department to consult other employing department(s).

5. Non-employment options are not considered viable, and the employee's case is thought to meet the criteria in the **EJRA Procedure**. The individual may apply for an extension by completing the **EJRA1A form**.**

6. The EJRA1A form must be submitted two years before the employee's EJRA date.

Forms are submitted to the **Secretary to the EJRA Committee**

7a. EJRA1A form will also be submitted for comment to joint employer (e.g. college, NHS trust) if relevant.

7. **Secretary to the EJRA Committee** sends EJRA1A form to Department / Faculty for comment using **EJRA2A** form.

The relevant departmental committee should be consulted.

8. Completed EJRA1A & 2A forms sent to Division for comment. (cc **Secretary to the EJRA Committee)**
Relevant divisional-level committee should be consulted.
Divisional comments made on form EJRA3A and sent to **Secretary to the EJRA Committee**

9. **Secretary to the EJRA Committee** sends all forms to Applicant for opportunity to comment on Departmental and Divisional comments before full application is considered by the EJRA

10. The EJRA Committee meets to consider applications in gathered field exercises. The Committee considers applications against the Procedure.

11. EJRA Committee informs applicant of the outcome as soon as possible.

12. *If unsuccessful*, applicant retires on their EJRA date.

(There is an appeal procedure)

13. *If successful*, applicant is employed on a new fixed-term contract for period of approved extension.

14. Department, Faculty or Division write to employee in good time in advance of their extended retirement date.

Employee confirms their retirement plans to the Department / Division.

Department / Division complete leaver and pensions arrangements.

Department / Division should inform **Pensions** using the **form** at least 3 months before retirement date.

NB Further extensions are only granted in accordance with **Section VII** of the Procedure.

* Administrators can use the report PERDEP07_Retirement Planning to identify staff nearing retirement age.
** Administrators must complete the EJRA UDF in PeopleXD for all employees who apply for an extension to their EJRA.