



## Ill health retirement

Taking retirement on the grounds of ill health from a Local Government Pension Scheme is available to employees or ex-employees who satisfy certain criteria. This factsheet sets out a high-level description of the process an employer must follow. A detailed employer guide on ill health retirement is [available on our website](#).

### STEP 1

Check that conditions for ill health retirement have been met (for full details please refer to pages 3-5 of the employer ill health guide)

**Active members** - These include making sure the member has at least two years' scheme membership and they are either deemed as 'permanently incapable' of completing the duties of their current role or 'not immediately capable' of undertaking any gainful employment.

**Deferred members** - The conditions for early payment of deferred pension benefits are dependent upon the date the member left the LGPS. Initially you need to work out when the member left the LGPS as different regulations apply.

### STEP 2

#### Referral to an Independent Registered Medical Practitioner (IRMP)

An [IRMP](#) who is qualified in Occupational Health medicine must certify whether an employee meets the criteria. There are certain types of information required by the IRMP – see page 7 of the employer ill health guide. The employer must send the IRMP the appropriate certificate to complete (see Ill health certifications under '[Forms and publications](#)' on our website). Prior to referring a member onto an IRMP employers should make sure they have registered and obtained approval for their choice of IRMP by emailing: [employer.engagement@eastsussex.gov.uk](mailto:employer.engagement@eastsussex.gov.uk).



### STEP 3

#### The decision

For deferred members, the IRMP must certify whether the member satisfies the relevant criteria by completing an ill health certificate. For active members, the IRMP must not only certify whether in their opinion that the member satisfies the relevant criteria set out in STEP 1 but also to what degree or tier of ill health the member satisfies.

Once the IRMP has made their medical opinion, a certificate will be completed and returned with a report to the employer. The employer should look at these documents in conjunction with any other information they have to decide on pension entitlement, including which tier of ill health award the member is entitled to. Tier 3 awards must be evaluated every 18 months. For deferred members, no enhancement or reductions apply. They will receive their pension accrued at the date their ill health retirement was determined. Active members should be evaluated against the following tiers.

Tier	Degree of health
1	The member is unlikely to be capable of undertaking any gainful employment before normal retirement age.
2	The member is unlikely to be capable of undertaking any gainful employment within 3 years of leaving employment but likely to be capable before normal retirement age.
3	The member is likely to be capable of undertaking gainful employment within 3 years of leaving employment or normal retirement age if sooner.

Note: For active members there are opportunities for enhancements to the pension accrued based on the likelihood of the individual being able to undertake further gainful employment.

## STEP 4

### Advising East Sussex Pension Fund of your decision

An [LGPSRET2- Ill Health- OA form](#) should be submitted to [Pensions@eastsussex.gov.uk](mailto:Pensions@eastsussex.gov.uk) alongside the relevant ill health certificate. There is an editable version [here](#). If you are an employer covered by the East Sussex Pension Fund's ill health insurance policy, please see Section 6 of the employer Ill health guide. For deferred members, only a relevant ill health certificate is required completed by an authorised IRMP. See [Ill Health guide](#) for full requirements.

## STEP 5

### Telling the member about the decision

You must also inform the member of your decision, in writing, setting out which tier of benefits they are entitled to (if any) and their right of appeal. For further information regarding appeal's please see Section 7 of the employer Ill health guide.

### Further support

Email: [employer.engagement@eastsussex.gov.uk](mailto:employer.engagement@eastsussex.gov.uk)

This factsheet is one of a series put together by East Sussex Pension Fund to help support employers with processing key tasks.



**Employer Toolkit...**

Pointing you in the right direction

You can view the full employer toolkit at:

<https://www.eastsussexpensionfund.org/about-the-scheme/employers/employer-toolkit/>