***Notes to accompany form –* ACTIVE MEMBER**

***(Delete non relevant parts as appropriate)***

***Scheme membership***

In the case of **retirement** benefits, the Family Law legislation provides that any Pension Adjustment Order made must specify a relevant period and a percentage on which any designated benefit payable to the non-member spouse/civil partner will be based. The relevant period may include service in any scheme in this employment but cannot include service in other schemes or service given in a non-pensionable capacity, even if that service is reckonable for pension purposes in another scheme. The information in this form is based on reckonable service. The form also gives details of pensionable scheme service. An earlier period may be included in the relevant period to cover a period of service in another employment in respect of which the service has been transferred into the current scheme.

***Co-ordination of service liable for full PRSI***

Where the scheme member was subject to full PRSI, the calculation of the occupational pension takes into account the personal rate of the State Pension (Contributory) payable to a single person. This is known as co-ordination or integration.

***How a Co-ordinated pension is calculated***

The calculation of the occupational pension is based on:

1/200th of pensionable remuneration up to the equivalent of 3 1/3rd times State Pension (Contributory) plus

1/80th of pensionable remuneration (if any) which exceeds that amount for each year of pensionable service.

**Example: where pensionable remuneration is €45,000,**

* State Pension (Contributory) amounts to €12,017 (rounded) per annum approximately
* Actual reckonable service is 20 years
* 3 1/3 times SPC is €40,056
* Remuneration exceeding €40,056 is €4,944

the calculation is:

20/200 \* €40,056 + 20/80 \* €4,944 = €4,006 + €1236 = €5,242.

A Supplementary Pension ***may*** be payable following retirement if the total of the combined occupational pension and whatever Social Welfare benefit is payable is less than the occupational pension that would have been payable had coordination not applied. The conditions for the payment of the Supplementary pension are that the pensioner:

* is not in employment or self-employment

**and**

* fails to qualify for the full rate of State Pension (Contributory), or Disability Benefit (if over 65), or, if under 65, fails to qualify for the full rate of Jobseeker’s Benefit, Invalidity Pension or Disability Pension through no fault of their own

**and**

* where, if the employee opted to avail of Cost Neutral Early Retirement s/he has attained the age at which preserved benefits would have come into payment had s/he not so opted.

Subject to the above criteria, a Supplementary Pension equal to the difference between the pension payable had co-ordination not applied and the total of occupational pension and Social Welfare benefit may be paid. Since the Supplementary Pension will only be paid while the person concerned fulfills all of the above criteria it may only be payable for a short period. It is also worth noting that, where a member has relatively low service, it is necessary for the Social Welfare benefit payable to be much less than the maximum rate before a Supplementary Pension becomes payable.

In the example quoted above, the occupational pension payable, had co-ordination not applied, would have been €11,250. The actual rate of personal Social Welfare Benefit in this case would, therefore, need to be less than €6,008 at the time payment of pension commences before the pensioner would qualify for a Supplementary Pension.

***Pensionable service***

This form gives details of actual service and reckonable service. Periods during which the member was not employed on a whole-time basis are reckonable in the proportion which they bear to whole-time service. Periods of unpaid absences are not reckonable.

***Survivors’ and children’s pensions***

If **member’s name** has eligibility under the Survivors’ & Children’s scheme andresigns or retires on age grounds, any spouse’s/civil partner’s pension payable will be calculated as one-half of **member’s name** pension where the service was not co-ordinated. If **member’s name** retires on health grounds the calculation will take account of actual service and potential service to age 65 or to the end date of the contract as appropriate, subject to maximum reckonable service of 40 years.

If **member’s name** resigns or retires on age grounds, and has eligibility under the Survivors’ & Children’s scheme, any spouse’s/civil partner’s pension payable relating to service which was co-ordinated will be calculated as one-half of a notional member’s pension co-ordination by once the State Pension Contributory.

If **member’s name** retires on health grounds, or dies in service, the calculation will take account of actual service and potential service to age 65 or to the end date of the contract as appropriate, subject to maximum reckonable service of 40 years.

**Retirement Ages**

 If **member’s name** continues in service s/he must retire at the age of 65 at the latest and may retire with immediate pension at age 60. A ‘New Entrant’ as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 does not have a compulsory retirement age and may retire with immediate pension at age 65.

 **Cost Neutral Early Retirement Scheme**

The **member’s name** may apply in writing before the date of resignation to have his/her preserved pension and lump sum benefits paid with effect from the date of resignation and if the XXX ETB agrees, those benefits shall be calculated by reference to the member’s pensionable remuneration at the date of resignation and shall be payable as and from that date, but the amount of each benefit shall be reduced by reference to the member’s age at date of resignation , in accordance with actuarial tables approved by the Minister for Public Expenditure and Reform.

 ***Pension Adjustments post retirement***

 Where co-ordination applies, the original pension and eligibility for a supplementary pension are calculated in respect of the co-ordinated service by reference to the State Pension Contributory payable at the date of resignation. The occupation pension is not affected by subsequent changes in Social Welfare benefits and pension adjustments are applied to the occupational pension only.

 ***Actuarial valuation (insert only if valuation is given)***

The actuarial value of **member’s name** entitlements is calculated in accordance with a standard set of tables devised for members of Public Service occupational pension schemes. These tables were prepared in accordance with Guidelines issued by the Society of Actuaries of Ireland (i.e. Guidance Note GN11A) which covers actuarial calculations required under the Family Law Act, 1995, and the Family Law (Divorce) Act, 1996. Paragraph 4.1 of Guidance Note GN11A states:

 “*where the court directs the trustees of a defined benefit scheme to provide specified information, Article 48 stipulates that each element of the accrued retirement benefit of the member and the actuarial value of such benefits are to be calculated at a date specified by the trustees assuming, where the member is an active member, that the member’s reckonable service terminates on that date*”.

In accordance with the Family Law legislation and relevant guidelines the actuarial values are calculated on the basis of the benefits coming into payment on the valuation date in accordance with the legislation.