Order of proceedings

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Order of proceedings for applying for partial pension

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##### Decision-maker: Anders Fällström

##### Responsible function: HR Department

##### Administrator: Victoria Sjöbom

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##### Summary: The purpose of the Agreement on partial pension for employees of government agencies, Reg. No. 0201-0046-Fe-41, is that Mid Sweden University as an employer under the agreement will be able to increase the opportunities for older employees to continue working until the normal retirement age.

##### Previous versions: Reg. No. MIUN 2020/2466

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# Order of proceedings for applying for partial pension

The purpose of the Agreement on partial pension for employees of government agencies, Reg. No 0201-0046-Fe-41, is that Mid Sweden University as an employer under the agreement will be able to increase the opportunities for older employees to continue working until the normal retirement age. Reducing early retirements facilitates the transfer of skills and the provision of skills.

When deciding on partial pension, Mid Sweden University must primarily take into account the requirements of the business and its financial conditions. Within this framework, the individual employee’s request is handled. Mid Sweden University shall as far as possible try to accommodate the employee and decisions are made after individual [assessment](https://sv.bab.la/lexikon/engelsk-svensk/assessment#translationsdetails-en1).

## Conditions for applying for partial pension

The employee must have had collectively agreed pension rights for a total of 120 months and must work at least 50 % of the normal full-time pension in order to be eligible for partial pension.

Mid Sweden University may grant partial pension at the earliest from the month in which the employee reaches the age of 61 and no later than the month before the employee reaches the age of 65. If the employee subsequently continues to work with the support of the LAS, there is no possibility of partial pension.

Partial pension means that the employee is granted a reduction in their working hours in order to be retired. The basic rule is that the employee is not allowed to work during the released period. However, the employer may allow certain gainful employment to a limited extent. If an employee with a partial pension intends to work during the leave, the employee has an obligation to inform the employer of any gainful work and the employer can then reconsider the decision on the partial pension.

An employee can apply for partial pension to varying degrees from 10 % up to 50 % of regular full-time work. How much the employee gets in part pension and salary depends, among other things, on how many percent they work.

Partial pension is not pensionable income under the general social security scheme. The amount of the general old-age pension may therefore be reduced for an employee who is granted a partial pension.

A partial pension decision may be reviewed if the employee so requests or if the leave benefit has been misused.

## Tasks and organisation of working time

An employee who is granted a partial pension is considered to be employed on a part-time basis and the working time is thus reduced. The organisation of working time is decided by the head of department/manager responsible based on the requirements of the operations.

## Application, decision and funding

In order for the partial pension application to be processed, the full original application (with the signature of both the applicant and the head of department/head of department) must be received by the HR department no later than 1 May of each year.

1. The employee makes a written application on the required form, which is sent to the head of department/manager responsible. The application contains a description of the employee’s individual situation.
2. The head of department/manager writes an opinion on the same form and justifies how there would be conditions for a partial pension based on the needs of the business, both consequences for the business and the possibility of solutions that provide business benefits taking into account the financial conditions.
3. The HR manager sends the original documents with both the employee’s and the manager’s original signature to the HR department.
4. When the application has been received by HR, the matter is processed together with SPV, the Swedish National Pensions Agency, and a cost estimate is made.
5. HR Manager complements with proposals for decisions based on:
	1. situation of the employee (explanation of the employee)
	2. prerequisites for Mid Sweden University’s activities, both consequences for operations and the possibility of solutions that provide business benefits and financial conditions (personnel head of department/manager’s opinion)
	3. Mid Sweden University Economics.
6. HR Manager prefers all applications with **motivation** and proposals for decisions for a group consisting of the Vice-Chancellor, Deans and Head of Administration.
7. The Head of HR makes a decision on partial pension in consultation with the group’s proposal by September 1 of each year.

The partial pension is financed 50 % by the institution/department where the employee has his main employment and 50 % by central funds.

## The employer’s decision cannot be appealed

A partial pension decision cannot be appealed against, but the employee can apply for a partial pension several times.

An employee who has applied for and has been granted partial pension cannot unilaterally repent. The decision is valid and may only exceptionally be reviewed, which then takes place in accordance with this procedure.

One reason for re-examination of a decision on a partial pension, except that the employee wishes to do so, may be that the leave benefit is misused.