

## **Retirement or Resignation Process**

### **Steps in the retirement or resignation process:**

1. Letter of Retirement or Resignation sent to the Ministry /or Department by the public officer's current location in the public service with an effective date for termination.
2. Ministry/Department responds to the Letter of Retirement or Resignation.
3. If Ministry/Department supports the Letter of Retirement or Resignation, then a letter is prepared and sent to the Ministry of the Public Service along with attached Personal Documents for the Public Officer.
4. The Ministry of the Public Service then responds to the Ministry/Department and the Public Officer indicating the entitlement of the Public Officer in terms of gratuity and pension.
5. Gratuity and Pension Papers for the expected retiree or resignee are forwarded to the Accountant General (Treasury). Treasury calculates the Gratuity and Pension(if applicable) and deducts any monies owing to government by the expected retiree or resignee.
6. Treasury then sends its calculation to Audit Department for verification.
7. Audit Department then informs the Ministry of the Public Service of the benefits affording to the public officer who is retiring or resigning.
8. The Ministry of the Public Service then informs the Governor General of the intent of the public officer to retire or to resign and asks for the Governor General approval.
9. The Governor General then responds to the Ministry of the Public Service on the expected retiree or resignee request. The Governor General normally gives his approval.
10. Finally, the Ministry of the Public Service formally informs the retiree or resignee of the effective date for retirement or resignation and of the benefits affording to the public officer ( gratuity and pension, if applicable).