



HUMBERSIDE FIRE AND RESCUE SERVICE

People & Development

Early Voluntary Release Policy

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| Owner | Executive Director of People & Development |
| Responsible Person | Head of Human Resources |
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What we must
do well



How we support our
communities



We value and support
the people we employ



We efficiently manage
the Service

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1. INTRODUCTION

There are a number of circumstances where early voluntary release may be a consideration for an employee. These can relate to the individual situation of an employee or be through the result of organisational change. This policy sets out Humberside Fire and Rescue Service's (HFRS) application of early voluntary release including severance arrangements.

This policy is applicable to all Support and Control Staff.

Where it is decided, in each case, that after taking all considerations into account early voluntary release is appropriate for sound business reasons, then discretion will be exercised reasonably and objectively with any payments agreed being affordable in both the short and long term.

This policy sets out the arrangements for:

- Voluntary Early Retirement (VER)
- Early Voluntary Release (EVR)

Both schemes are completely voluntary, unlike redundancy where there are circumstances when a dismissal may be compulsory.

All requests for VER & EVR must be approved by the Strategic Leadership Team (SLT) of HFRS.

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescues Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY AND INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

3. AIM AND OBJECTIVES

The aim and objective of this policy is to enable employees to understand the process that will apply for voluntary early retirement (VER) and early voluntary release (EVR).

4. ASSOCIATED DOCUMENTS

- [Equality Impact Analysis](#)
- Legal References
There are no specific legislative requirements relevant to this policy.
- National Guidance Reference
There is no specific National Guidance relevant to this policy.

5. VOLUNTARY EARLY RETIREMENT

This means that employees over the age of 55 would be allowed to retire from post before their normal retirement age. There is usually a reduction in the monthly retirement benefit and possible cost implications to HFRS.

HFRS agree that members aged 55 or over who volunteer and are approved for early release will automatically be entitled to immediate unreduced pension benefits together with any lump sum payment that may be due as detailed below under Severance Payments.

6. EARLY VOLUNTARY RELEASE

This means that employees below the age of 55 would be allowed to leave their post by mutual agreement.

HFRS agree that members aged under 55 who volunteer and are approved for early sum payment that may be due as detailed below under Severance Payments.

7. SEVERANCE PAYMENTS

Severance payments will be calculated in accordance with contractual terms and statutory redundancy provisions. The relevant statutory provisions are based on the employee's age and length of continuous service and a maximum weekly amount. To qualify for a severance payment employees must have two completed years of service.

HFRS will provide an enhanced lump sum payment. The calculation will utilise the employee's basic weekly wage in addition to providing a multiplier of 1.5 times the statutory redundancy payment as per the following example:

- **An employee who is 33 years of age with 10 completed years' service and a basic weekly wage of £350 would be entitled to:**
- **10 (weeks) x £350 (weekly wage) = £3500 x 1.5 = £5250 enhanced lump sum payment.**

Those staff accepted for the enhanced lump sum payment associated with VER or EVR will be required to sign a legally binding settlement agreement which will negate any existing or future claims against the Service.

**If you require any further guidance / information in relation to this policy,
please contact Human Resources**

APPENDIX A: EARLY VOLUNTARY RELEASE CALCULATOR

| Age (years) | Service (Years) | | | | | | | | | | | | | | | | | | | |
|----------------|-----------------|-----|-----|-----|-----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 18* (1) | 1 | | | | | | | | | | | | | | | | | | | |
| 19 | 1 | 1.5 | | | | | | | | | | | | | | | | | | |
| 20 | 1 | 1.5 | 2 | | | | | | | | | | | | | | | | | |
| 21 | 1 | 1.5 | 2 | 2.5 | | | | | | | | | | | | | | | | |
| 22 | 1 | 1.5 | 2 | 2.5 | 3 | | | | | | | | | | | | | | | |
| 23 | 1.5 | 2 | 2.5 | 3 | 3.5 | 4 | | | | | | | | | | | | | | |
| 24 | 2 | 2.5 | 3 | 3.5 | 4 | 4.5 | 5 | | | | | | | | | | | | | |
| 25 | 2 | 3 | 3.5 | 4 | 4.5 | 5 | 5.5 | 6 | | | | | | | | | | | | |
| 26 | 2 | 3 | 4 | 4.5 | 5 | 5.5 | 6 | 6.5 | 7 | | | | | | | | | | | |
| 27 | 2 | 3 | 4 | 5 | 5.5 | 6 | 6.5 | 7 | 7.5 | 8 | | | | | | | | | | |
| 28 | 2 | 3 | 4 | 5 | 6 | 6.5 | 7 | 7.5 | 8 | 8.5 | 9 | | | | | | | | | |
| 29 | 2 | 3 | 4 | 5 | 6 | 7 | 7.5 | 8 | 8.5 | 9 | 9.5 | 10 | | | | | | | | |
| 30 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 8.5 | 9 | 9.5 | 10 | 10.5 | 11 | | | | | | | |
| 31 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 9.5 | 10 | 10.5 | 11 | 11.5 | 12 | | | | | | |
| 32 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 10.5 | 11 | 11.5 | 12 | 12.5 | 13 | | | | | |
| 33 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 11.5 | 12 | 12.5 | 13 | 13.5 | 14 | | | | |
| 34 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 12.5 | 13 | 13.5 | 14 | 14.5 | 15 | | | |
| 35 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 13.5 | 14 | 14.5 | 15 | 15.5 | 16 | | |
| 36 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 14.5 | 15 | 15.5 | 16 | 16.5 | 17 | |
| 37 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 15.5 | 16 | 16.5 | 17 | 17.5 | |
| 38 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 16.5 | 17 | 17.5 | 18 | |
| 39 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 17.5 | 18 | 18.5 | |
| 40 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 18.5 | 19 | |
| 41 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 19.5 | |
| 42 | 2.5 | 3.5 | 4.5 | 5.5 | 6.5 | 7.5 | 8.5 | 9.5 | 10.5 | 11.5 | 12.5 | 13.5 | 14.5 | 15.5 | 16.5 | 17.5 | 18.5 | 19.5 | 20.5 | |
| 43 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 44 | 3 | 4.5 | 5.5 | 6.5 | 7.5 | 8.5 | 9.5 | 10.5 | 11.5 | 12.5 | 13.5 | 14.5 | 15.5 | 16.5 | 17.5 | 18.5 | 19.5 | 20.5 | 21.5 | |
| 45 | 3 | 4.5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 46 | 3 | 4.5 | 6 | 7.5 | 8.5 | 9.5 | 10.5 | 11.5 | 12.5 | 13.5 | 14.5 | 15.5 | 16.5 | 17.5 | 18.5 | 19.5 | 20.5 | 21.5 | 22.5 | |
| 47 | 3 | 4.5 | 6 | 7.5 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 48 | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 11.5 | 12.5 | 13.5 | 14.5 | 15.5 | 16.5 | 17.5 | 18.5 | 19.5 | 20.5 | 21.5 | 22.5 | 23.5 | |
| 49 | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 50 | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 12 | 13.5 | 14.5 | 15.5 | 16.5 | 17.5 | 18.5 | 19.5 | 20.5 | 21.5 | 22.5 | 23.5 | 24.5 | |
| 51 | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 12 | 13.5 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 52 | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 12 | 13.5 | 15 | 16.5 | 17.5 | 18.5 | 19.5 | 20.5 | 21.5 | 22.5 | 23.5 | 24.5 | 25.5 | |
| 53 | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 12 | 13.5 | 15 | 16.5 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 54 | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 12 | 13.5 | 15 | 16.5 | 18 | 19.5 | 20.5 | 21.5 | 22.5 | 23.5 | 24.5 | 25.5 | 26.5 | |
| 55 | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 12 | 13.5 | 15 | 16.5 | 18 | 19.5 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 56 | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 12 | 13.5 | 15 | 16.5 | 18 | 19.5 | 21 | 22.5 | 23.5 | 24.5 | 25.5 | 26.5 | 27.5 | |
| 57 | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 12 | 13.5 | 15 | 16.5 | 18 | 19.5 | 21 | 22.5 | 24 | 25 | 26 | 27 | 28 | |
| 58 | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 12 | 13.5 | 15 | 16.5 | 18 | 19.5 | 21 | 22.5 | 24 | 25.5 | 26.5 | 27.5 | 28.5 | |
| 59 | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 12 | 13.5 | 15 | 16.5 | 18 | 19.5 | 21 | 22.5 | 24 | 25.5 | 27 | 28 | 29 | |
| 60 | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 12 | 13.5 | 15 | 16.5 | 18 | 19.5 | 21 | 22.5 | 24 | 25.5 | 27 | 28.5 | 29.5 | |
| 61* (2) | 3 | 4.5 | 6 | 7.5 | 9 | 10.5 | 12 | 13.5 | 15 | 16.5 | 18 | 19.5 | 21 | 22.5 | 24 | 25.5 | 27 | 28.5 | 30 | |

Find your age down the left column and the number of years you have served in the top column. The number in the associated box is the number of weeks' payment you may be entitled to.

e.g. if you are 38 years old and served seven years you may be entitled to seven weeks' pay.

18* (1) – It is possible that an individual could start to build up continuous service before age 16, but it is likely to be rare, and therefore this table starts at age 18.

61* (2) – The same figures should be used when calculating the redundancy payment for a person aged 61 and above.