



# Employer Pensions Notice

## EPN 208

### March 2008 early departure bills

**Audience** This Notice will be of particular interest to:

- All managers who have responsibility for telling APACs about early departures of staff.

**Action** Agree with your APAC the cut-off date for giving your APAC notice of staff who will be taking early severance or early retirement before 31 March 2008.

**Timing** Immediate

1. If you want to be billed in the current financial year for staff who are leaving on early severance or early retirement terms on or before 31 March 2008, your APAC must ensure that awards for those cases arrive with Capita Hartshead by **17 March 2008** at the very latest. You will need to get these cases to your APAC in good time for them to process and send the awards to Capita Hartshead by 17 March.
2. If you are likely to be releasing people on early severance or early retirement terms before 31 March, you must get in touch with your APAC **now** to agree the latest date for telling them about those who are leaving, if you have not already done so. (Early departure costs for those whose last day of service is on or after 31 March will be charged to you in 2008-09).



**Reference** This document replaces EPN 165

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**Contacts** **[employerhelpdesk@cabinet-office.x.gsi.gov.uk](mailto:employerhelpdesk@cabinet-office.x.gsi.gov.uk)**

**01256 846414**

**Employer Helpdesk, Civil Service Pensions, Grosvenor House, Basing View  
Basingstoke, RG21 4HG**

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**[www.civilservice-pensions.gov.uk](http://www.civilservice-pensions.gov.uk)** in the Employer section