**(Non-Teaching)**

In order to arrange for an ill health retirement assessment to be carried out:

* OH must have recommended that an ill health retirement assessment be carried out

**or**

* We are dealing with a terminally ill employee whose life expectancy is extremely short.

**Process**

The Line Manager should contact the employee to advise them that an ill health retirement assessment is being requested. They should arrange for the employee to complete, sign and date the ‘informed consent’ form. This would usually be posted or e-mailed to the employee.

In the case of a terminally ill employee, the manager should arrange to visit them and get the form completed.

Once the completed consent form is received from the employee, it should be scanned and emailed to OH along with the IHR Referral form and PEN 3.1 form. This e-mail should be copied to [absence@aberdeencity.gov.uk](mailto:absence@aberdeencity.gov.uk) to ensure that the documentation is placed into the personal file.

In the case of a terminally ill employee, OH will contact the GP/Consultant by phone and endeavour to complete the assessment in approximately 24 hours following receipt of information from them.