

Extension of Service beyond Retirement Policy and Procedure

CODE:	P081- Extension of Service beyond Retirement Policy and Procedure
OPERATIONAL OWNER:	People and Culture
REVIEW DATE:	24.07.26
POLICY VERSION:	V2

Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
1	Created the policy	Jude Cauchi		19.05.25
2	Revising the policy (no changes required with the exception of the change of the Ministry Name)	Jude Cauchi		24.07.26

External Refences

Manual on Resourcing Policies and Procedures

Definitions

Extension of Service Beyond Retirement	Requests for Extension of Service Beyond Retirement shall mean a request submitted to extend the retirement age of the employee. The Statutory retirement age in terms of the Social Security Act (Cap. 318) is currently 64 years. Thus, in the case of an employee born during the calendar years 1959 to 1961, retirement age is 64 years and in the case of an employee born on or after the 1st January 1962, retirement age is 65 years.
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Abbreviations

ITS	Institute for Tourism Studies
MFT	Ministry for Tourism
P&SD	People & Standards Division
P&C	People & Culture
OPM	Office of the Prime Minister
PS	Permanent Secretary
CEO	Chief Executive Officer
DCEO	Deputy Chief Executive Officer
DCS	Director, Corporate Services

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A. Policy and Procedure

POLICY

The objective of this document is to outline the procedure to be undertaken by all Departments within ITS in relation to requests for extension of service by all administrative and academic employees within the entity to work beyond their retirement age.

The following procedure is in line with section 1.13.7 of the *Manual on Resourcing Policies and Procedures* as published by the Office of the Principal Permanent Secretary.

PROCEDURE

1. A signed letter addressed to the Head/Director of the Department is to be submitted by the employee raising the request. The letter should clearly include:
 - The age of the employee raising the request.
 - The role of the employee within the organisation.
 - The reason/s behind the request for extension.
 - Declaration that the employee is still in healthy condition and able to continue performing his/her duties.
 - The date of retirement.
 - The period of extension being requested (not in excess of 1 year).
2. The request by the employee is to be raised at least four (4) months before the employee attains retirement age. Any requests beyond this period shall not be considered further.
3. Following the submission of the request, the Director/Head of Unit is to make an informed decision whether to recommend the request for approval or otherwise to the CEO. The Director/Head of Unit shall acknowledge the fact that requests do not necessarily translate to automatic approvals, and shall therefore base their recommendation on the following criteria;
 - i) Whether there is demand according to the exigencies of the service, or whether proven humanitarian reason exist,
 - ii) Whether the employee concerned has rendered satisfactory service,
 - iii) Whether funds are available as approved by the DCEO.

All requests for extension for service beyond retirement are to be endorsed by the CEO.

4. Following CEO approval, the P&C Department is to prepare and submit the request to the DCS at MFT. The letter is to be accompanied by a Covering Note prepared by the Director/Head of Unit, clearly explaining the reasons behind the recommendation for approval. The covering Note (in the form of either an e-mail correspondence or a signed letter) should specifically address all the criteria as outlined in Point 3 above. Should the Covering Note be incomplete and does not provide an answer to each of these criteria, the request shall not be considered further.
5. Final approval shall be granted by the PS only if all the above conditions are met. The PS shall also reserve the right to refuse any applications submitted to their office.
6. Requests for extension beyond 65 years of age are to be invariably referred to P&SD for OPM approval.

All requests for extension of service beyond retirement shall be submitted by completing the prescribed form set out in Annex I.

This Standard Operating Procedure is to come into effect immediately and may be subject to further revisions as communicated by ITS.

B. Document Retention

Type / Description	Retention Period
Personal Data	10 years

C. Review

The terms of this policy will be reviewed after its first year of operation and regularly thereafter.

D. Document Control

Version	Purpose of Review/ Changes	Date Published	Date of Next Review
1	New Policy Published	19/05/25	18/05/26
2	Added annex template form	24/07/26	17/06/26

Annex I

REQUEST FOR EXTENSION OF SERVICE BEYOND RETIREMENT AGE	
<u>PERSONAL DETAILS:</u> (to be filled in by employee)	
Name & Surname : _____	Date of birth: _____
ID No : _____	
Grade : _____	Date of retirement: _____
Directorate / Unit: _____	

REQUEST FOR EXTENSION : (to be filled in by employee)

Expiry Date of current extension, if applicable :

Commencement date of extension request :

(not more than four (4) months from expiry of current extension/ retirement date)

Period requested :

(not more than one (1) year)

Remarks:

DATE :

Signature:

FOR OFFICIAL USE:

Feedback of Director / Head of Entity: _____ (please tick boxes as applicable)

The exigencies of the service demand such extension

The extension is being requested on the basis of humanitarian reasons

--

Employee has rendered satisfactory service
satisfactory behaviour:

YesNo and

--

shown

--

An understudy has been identified :

YesNo

--

--

(provide Name/Surname/ID)

Transfer of duties have been planned :

Yes

--

No

--

DATE :

Signature:

Funds for this extension are available:

YES

--

NO

--

Request to be sent for OPM approval:

YES

--

NO

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(if request is for extension beyond 65 years)

Approved / Endorsed:

YES

☐

NO

☐

Permanent Secretary :

Date :