

TURAS Appraisal – Retire and Return Staff

When staff retire and return, this has implications for the Personal Development Planning & Review information on their TURAS Appraisal account. Staff who Retire and Return have their contract of employment terminated and then return on a new contract – this applies regardless of the duration of time between retiring and returning to work and regardless of the post that staff return to.

Manager/Reviewer – Staff assigned to you

Any staff who were previously assigned to you as a manager and/or reviewer will need to be reassigned to you on your return. To get staff re-assigned to your manager's page, you should complete the [Staff List Template](#) and return it to L&E Support through the [HR ServiceNow Portal](#).

If you were the reviewer only for any staff prior to retiring, then whoever has those staff on their managers page will need to reassign them to you.

Your manager will also need to get you reassigned to their own manager's page on TURAS Appraisal using the [Staff List Template](#) and then reassign a post outline to you.

PDP & Review information for your previous posts

Information relating to previous posts (including the one you have just retired from) will still be visible to you on TURAS Appraisal on your return, under 'My History', however you will not be able to amend or update it. Any Reviews completed prior to you retiring will also not now be reflected in your services compliance reports.

As part of your return, you can hold/record a PDP & Review discussion to reflect on the work to date/any changes and confirm the objectives and Learning for the coming year in your PDP.

Your login and password information for TURAS Appraisal will remain unchanged.