

# Checklist for supervisors and HR about old-age pension

## 1 Check whether your employee meets the conditions for receiving old-age pension

- Your employee may retire on old-age pension when they have reached their lowest retirement age, and the employment relationship has ended.
- You can check retirement ages at [www.elo.fi/elakeika](http://www.elo.fi/elakeika). In Elo's Online Service for Company customers [www.elo.fi/online](http://www.elo.fi/online), you will find a list of employees who will reach their lowest retirement age within the next 10 years.

## 2 Ensure that your employee terminates their employment relationship

- An employment contract ends automatically at the end of the month at which the employee reaches the highest retirement age. If the employee retires earlier, they must resign following normal notice periods. If the employer wishes to end the employment relationship before the employee reaches the upper age limit, the normal grounds for termination apply. Reaching the lowest retirement age is not grounds for termination. The employer and employee may also agree to continue the employment relationship beyond the upper age limit, even though the contract would otherwise end automatically at that age.
- Elo's Online Service for Company customers includes a list of employees who can retire on old-age pension within the next 10 years.
- You can also check the employee's retirement age at [www.elo.fi/elakeika](http://www.elo.fi/elakeika).

## 3 Agree on annual leave

- If your employee has accrued unused annual leave, you can agree together whether the leave will be taken before the end of employment or compensated in cash.

## 4 Report the end date of the employment relationship to the Incomes Register

- The employee's final earnings and the end date of the employment relationship must be reported to the Incomes Register. These details are required for issuing the final old-age pension decision.

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### Summary of actions

#### Employer

- **Agrees** with the employee on the end date of the employment relationship.
- **Reports** the final earnings and end date to the Incomes Register.

#### Employee

- **Terminates** their employment relationship.
- **Applies** for old-age pension approximately two weeks before the retirement date via Elo's customer online service: **[www.elo.fi/online](http://www.elo.fi/online)**.

#### Elo

- **Issues** the pension decision to the employee.
- **Provides** pension advice, pays the pension and offers customer service during retirement.

### Elo's Retirement Coaching – toward smooth and informed retirement planning

- **Employee coaching** helps employees prepare for retirement and understand different pension options.
- **Supervisor coaching** covers what smooth retirement planning means from a supervisor's perspective and when and how to discuss pension matters.
- The coachings are organized as online courses that can be completed at own pace.
- **Interested? The coachings are available through Elo's Online Service for Company customers. Access rights can be granted via the Learning Environment.**

### Working while receiving old-age pension

- The employment relationship must end when starting old-age pension, but during retirement, employees can work without any restrictions, and the work does not affect the old-age pension already in payment.
- You may rehire your retired employee under a new employment contract with new terms.
- Employment during old-age pension continues to be insured up to the highest retirement age, and this work accrues additional pension. The employee can apply to have this new accrual paid once they reach their highest retirement age.

Elo supports both employers and employees in pension matters

[www.elo.fi](http://www.elo.fi)