Leicestershire County Council PENSION FUND

Leicestershire County Council

Current scheme member contacts you requesting that Ill Health retirement be considered

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Refer to Approved Medical Adviser (IRMP)

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Send **both** Certificate **A** and Certificate **B**. You should complete the personal and employment details.

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Medical Advisers decision received back

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Ill Health retirement has been recommended and Certificate **A** has been completed

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Write to member notifying them of decision and notify pension Section by using letter **I-HNOTN** (text found in this pack) enclosing copy of certificate

Ill Health retirement has **NOT** been recommended and Certificate **B** has been completed

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Write to member notifying them of the decision

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Ensure either letters to member referred to above contains the paragraph regarding their **right of appeal** (text found in this pack).

N0949
MARCH 2015