

## PROFESSIONAL ADDED YEARS SCHEME

This scheme provides for the grant of up to ten added notional years of service for superannuation purposes where the minimum age limit or the qualifications and/or experience specified for appointment to a pensionable professional, technical or specialist post would not allow an officer to be appointed by the age 25 and thereby acquire maximum reckonable service (40 years) by age 65. Scheme members may apply for the grant of added years at retirement. This award is sanctioned by the Pensions Unit of the Department of Education & Skills.

An entitlement to professional added years is calculated by reference to the advertised conditions of appointment for a post i.e. the essential requirements in terms of qualifications and experience. As such the gross award is calculated on basis of the following formula:

$$19 + Q + E - 25, \text{ where}$$

Q = minimum number of years in which the required qualification can be obtained

E = minimum number of years of essential experience required

You should note that a distinction must be made between essential requirements for the post and those which are merely desirable. In this regard the credit for qualification and experience is the minimum number of years in which the qualification and experience can be obtained to satisfy the essential requirements for the position as per the conditions of appointment and not necessarily the experience and qualifications of the appointee.

Any gross entitlement to an added years award may be abated with reference to a number of grounds including the following:

- Transferred service from another public sector employer
- Reckonable previous service with the University (part time, EPT, Temporary Wholetime service etc)
- Retained benefits in respect of previous non transferrable service including preserved benefits or any refund of superannuation contributions received
- Entitlement to social welfare benefits (from the Department of Social Welfare or the relevant social insurance authority outside the State) where the applicant pays the modified or D rate class of PRSI contribution
- Career breaks and unpaid leave

Applications for Professional Added Years can only be made formally **at retirement**. All applications for the award of professional added years should be accompanied by the relevant supporting documentation:

1. Official Application Form – including Appendix 3.
2. *Class D PRSI Contributors only*: Statement of potential Irish social welfare entitlements or record of contributions from the Department of Employment Affairs and Social Protection \*
3. *Class D PRSI Contributors only*: Statement of potential social welfare entitlements from the relevant authority outside the State
4. Statement of current value of any private occupational pension – details to be completed on Appendix 3 of the form.
5. Details of any previous public sector experience not transferred to TU Dublin (including details of refunds of contributions or preserved benefits)

\* *Class D PRSI Contributors only*: If you have held employment other than as a pensionable officer I would be grateful if you could forward a statement from the Department of Employment Affairs and Social Protection (or the relevant social insurance authority outside the State) of your pension entitlements.

Please note that if your statement shows you have more than 260 paid contributions you should request a further letter from the Department of Employment Affairs and Social Protection setting out the weekly amount that you will be entitled to.

The Department of Education and Skills have advised that all applicants should obtain details of any retained benefits and/or Social Welfare entitlements well in advance of retirement as these benefits must be valued by the Department of Public Expenditure and Reform's Actuarial Team. This process can take some time which leads to delays with processing a PAY application therefore we would advise retirees to seek this information as soon as possible.

Details of your potential social welfare entitlements can be obtained as follows:

Irish State Pension	Pensions Section, College Road, Sligo (Quote PPS number in correspondence)
UK Pensions	Tel. 0044 1912 187777 <a href="https://www.gov.uk/">https://www.gov.uk/</a>

If you are unable to obtain a forecast of your potential social welfare entitlements from age 66 you should submit a record of your social insurance contributions.

Please note for Class D PRSI Contributors only, if you are awarded Professional Added Years and subsequently become entitled to a receive a state pension at age 66, you must inform us of this and this may result in a revision of your Professional Added Years award.

The Circular Letters setting out the rules of this scheme are S.6/87 & Pen 23/05 and are available on our website at <https://www.tudublin.ie/for-staff/human-resources/pensions/>

*TU Dublin, Pensions Section  
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