

## 18. WHAT IS SURVIVOR'S PENSION?

• *Survivor's Pension is a cash benefit paid to the dependents, (widow/widower and child/children) of an insured person who has died as a result of a non-job-related accident or natural causes.*

## 19. WHAT PERCENTAGE OF MY EARNINGS WILL MY SURVIVORS RECEIVE AS SURVIVOR'S PENSION (SP)?

*If you die and your survivors are qualified for Survivor's Pension, your widow or widower will receive 50% of your pension before your death, and each child (up to five (5)) will receive 10% each.*

## 20. HOW LONG WILL MY WIDOW/WIDOWER OR CHILDREN RECEIVE THE SURVIVOR'S PENSION?

*Your widow or widower will receive the pension for life or until re-marriage, and your children will receive the benefits until they become 21 years old.*

## 21. HOW CAN MY SURVIVORS QUALIFY FOR SURVIVOR'S PENSION?

*In order for your survivors to qualify for Survivor's Pension you must have first paid a minimum of 50 monthly contributions to the NPS before your death. Following your death, your dependents will then be qualified for Survivor's Pension.*

## 22. HOW CAN MY SURVIVORS CLAIM THE SURVIVOR'S PENSION?

- *Formal transmittal letter from the employer*
- *Group color photo of widow/widower and child/children*
- *Certificate of Death*
- *Certificate of Marriage (Traditional or Civil)*

## 23. WHAT HAPPENS TO MY SURVIVORS IF I DID NOT PAY 50 MONTHLY CONTRIBUTIONS BEFORE MY DEATH?

*If you paid less than 50 monthly contributions but you paid at least 12 or more contributions, your survivors will receive what is called a "Survivor's Grant." Specifically, this means that your survivors, will receive a lump-sum or your 4% contribution paid into the NPS and they will receive this lump-sum with interest. The Director General of NASSCORP will determine the interest rate.*

## 24. WHY SHOULD I BE RETIRED IN THE FIRST PLACE?

*You should be retired because the pension law stipulates that you should be retired when you attain age 60 or for ill health.*

## 25. WHAT IF I WANT TO RETIRE BEFORE TIME, WHAT ARE THE PROCEDURES?

*All employees of Government shall be retired by age 60 and compulsorily retired at age 65 or for reason of ill health. Therefore, no one can be retired if he/she has not met the below listed conditions:*

- *Age Condition: You must have reached age 60 or age 65 for compulsory retirement.*
- *Contribution Payment Condition: You must have paid a minimum of 100 monthly contributions and born before the year 1980, or you must have paid a minimum of 144 monthly contributions and born in the year 1980 or after.*
- *Retirement Condition: You must have retired from work.*
- *Ill-health*

## 26. WHERE CAN I GET INFORMATION ON HOW MY DECISION TO RETIRE WILL AFFECT MY PENSION?

*All retirement related enquiries can be done at the Civil Service Agency and the National Social Security & Welfare Corporation (NASSCORP).*

## 27. IF I HAVE SAID I WANT TO RETIRE CAN I CHANGE MY MIND?

*Yes, if it meets the approval of your employer.*

## 28. WHAT IF I LEAVE EMPLOYMENT BEFORE I AM ELIGIBLE TO RETIRE?

*Your NASSCORP benefit will be processed upon reaching the age of 60 but you will not be given any handshake package*

## 29. HOW CAN I APPLY FOR RETIREMENT?

*Inform your employer when you attain age 60 or for reason of ill-health through an official communication. The employer will in turn submit your name with all relevant documents to the Civil Service Agency for processing.*

## 30. DOES THE RETIREMENT POLICY APPLY TO ALL EMPLOYEES OF THE GOVERNMENT?

*The retirement policy applies to all Government employees except the Arm Forces of Liberia.*

## 31. WILL THE RETIREMENT POLICY BE PUBLISHED FOR ALL?

*Yes!*

## 32. HOW CAN ONE ACCESS THE RETIREMENT POLICY?

*From NASSCORP official web page*

## 33. WHAT IS EARLY RETIREMENT?

*Early retirement is when an employee is withdrawn from active employment haven't yet qualified for retirement based on the criteria. It is not applicable under the retirement policy*

## 34. IS RETIREMENT COMPULSORY?

*By Law, yes*



# CIVIL SERVICE AGENCY

# RETIREMENT FREQUENTLY ASKED QUESTIONS



REPUBLIC OF LIBERIA

### 1. WHAT IS THE RETIREMENT POLICY?

There is a National Pension Scheme that is managed by NASSCORP under the new pension law that was approved in December 2016 and came into effect in February 2017. The NPS scheme is designed to provide cash benefits to elderly persons who retired from work; to persons who are incapable of work as a result of illness or disablement and to survivors of deceased persons who were covered by the NPS as income replacement

### 2. WHO IS A RETIRED GOVERNMENT EMPLOYEE?

A retired GOL employee is anyone who has been withdrawn from active employment due to the criteria of age (60 years or above) or ill health and has been processed by the CSA and forwarded to NASSCORP to be placed on the pension payroll.

### 3. WHAT IS THE RETIREMENT AGE FOR EMPLOYEES?

The official age for a person to be pensioned is 60 years old. However, it is mandatory that a person be retired at age 65.

### 4. WHO IS RESPONSIBLE FOR RETIRING AN EMPLOYEE?

The government is responsible for retiring its employees through the Civil Service Agency.

### 5. WHAT ARE THE BENEFITS OF A RETIRED EMPLOYEE?

Under the National Pension Scheme, you are entitled to receive a minimum of 25% or a maximum of 40% of your average monthly earning. You are also eligible to:

- Retirement Pension
- Invalidity Pension
- Survivor's Pension

In addition to the three benefits listed above, a retired employee receives a one-time lump sum payment called "Handshake Package". The handshake package is in four categories and it is calculated based on tenure of service. The categories are as follows:

- Category 1: Below 25 years of service = US\$350
- Category 2: 25 to 29 year of service = US\$500
- Category 3: 30 to 39 years of service = US\$700
- Category 4: 40 years of service and above = US\$1,000

### 6. WHAT IS RETIREMENT PENSION?

Retirement Pension is a cash benefit available to you when you reach retirement age - 60 years old. Your employer will be contacted by the Civil Service Agency and your name will be forwarded to NASSCORP for processing of your retirement pension.

### 7. HOW DO I QUALIFY FOR RETIREMENT PENSION?

To qualify for Retirement Pension, you must satisfy three condition:

- Age Condition: You must have reached age 60 or age 65 for compulsory retirement.
- Contribution Payment Condition: You must have paid a minimum of 100 monthly contributions and born before the year 1980, or you must have paid a minimum of 144 monthly contributions and born in the year 1980 or after.
- Retirement Condition: You must have retired from work.

### 8. DO I HAVE TO PAY CONTRIBUTIONS IN ORDER TO BE COVERED BY THE NATIONAL PENSION SCHEME?

Under the NPS, you must pay 4% of your monthly gross earnings to NASSCORP as a contribution. Your 4% contribution will be deducted from your monthly gross earnings. Your employer will pay an additional 4% and 2% (Under the Employment Injury Scheme) of your monthly gross earnings to NASSCORP which is NOT to be deducted from your earnings. Therefore, a total of 10% of your monthly gross earnings will be contributed to NASSCORP for your NPS coverage.

### 9. WHAT DOCUMENTS DO I NEED TO SUBMIT TO RECEIVE RETIREMENT PENSION?

- Transmittal letter from your employer (to request and confirm your retirement)
- Two passport sized photos
- Form C-1 completed by your employer

### 10. CAN I LEAVE RETIREMENT AND RETURN TO NORMAL WORK DUTIES?

Yes, you can leave retirement and return to normal work outside of government or you could be hired as a contractor or consultant in a government Ministry or Agency.

### 11. SUPPOSE I MEET THE AGE AND RETIREMENT CONDITIONS BUT I HAVE NOT MADE ENOUGH CONTRIBUTIONS?

If you have paid at least 12 monthly contributions, you will receive a lump sum from NASSCORP in the form of what is called a Retirement Grant. This means, all of your 4% contributions paid to NASSCORP will be refunded to you with interest

### 12. WHAT HAPPENS TO MY RETIREMENT PENSION IF I DIE WHILE RECEIVING IT?

Your retirement pension will not end if you die. Your survivors (widow/widower and child/children) will receive your pension as a Survivor's Pension.

### 13. THE PERCENTAGE OF YOUR EARNINGS YOU WILL RECEIVE AS A RETIREMENT PENSION DEPENDS ON THE NUMBER OF MONTHLY CONTRIBUTIONS YOU HAVE PAID TO THE SOCIAL SECURITY FUND.

For every 100 monthly contributions that have been made to the fund in your name, you will receive 25% of the average of your best five years' salary. For every 10 monthly contributions that you pay in addition to the 100 monthly contributions already paid, you will receive a 1% increase. Note: The increase will not exceed 40%. See the example below:

Contributions Paid	Rate of Pension (%)
100	25%
110	26%
120	27%
130	28%
140	29%
150	30%

### 14. WILL I BE NOTIFIED OF MY RIGHT TO WORK BEYOND THE RETIREMENT AGE?

If the need arises and an entity requires your expertise, you will be notified and can continue work under a consultancy.

### 15. WHAT IS INVALIDITY PENSION?

"Invalidity" in this case refers to one's permanent inability to work due to a non-job-related accident, injury, or the contraction of a disease. In these situations where you are rendered permanently incapable of working despite the fact that you have not reached retirement, you will qualify for invalidity Pension.

### 16. HOW DO I QUALIFY FOR INVALIDITY PENSION?

• Medical Condition: You must be examined by the NASSCORP Medical Board to determine whether you are permanently disabled and totally incapable of work.

• Contribution Payment Condition: You must have paid a minimum of 50 monthly contributions during the last 60 months prior to the date you stopped work, or you must have paid contributions for at least 2/3 of all possible months from the date you joined the scheme.

### 17. HOW DO I APPLY FOR INVALIDITY PENSION?

- Write to NASSCORP stating that you have been declared invalid or permanently unable to work by a recognized medical doctor and that you are now applying for invalidity pension under the NPS.
- Submit the letter along with a copy of the medical report declaring you invalid
- Submit a color passport sized photo
- Submit a Form C-1