



Employer quickguide

Applying for an invalidity retirement certificate

If you have an employee who is likely to continue to be unable to work because of ill health indefinitely, you may wish to consider whether or not it is appropriate to apply for an invalidity retirement certificate (IRC) so you can medically retire the employee. An IRC must be issued to any PSSap member under the age of 60 before you are able to medically retire them. Below is a quick overview of the IRC process.

Step 1: submit your application

If you believe your employee should be medically retired, send the following documents to us:

- Covering letter explaining the background to your application
- Completed application for an invalidity retirement certificate (SPC) form, which can be found on our website under the heading PSSap at csc.gov.au/Employers/News-and-publications/Forms
- Any other relevant background medical information
- The employee's resume and current job statement
- Two doctors' reports dated within the last 12 months

The two recent doctors' reports should to the extent possible answer the questions on the doctor's report checklist found on our website at csc.gov.au/Employers/Your-responsibilities/Insurance-and-invalidity. Although a report from an independent medical examiner should be provided if available, there is no need to obtain a report from an independent medical examiner as the two reports can be from doctors who are treating the employee, such as their specialist and a general practitioner. It is important that both doctors' reports comment on whether the employee is permanently incapacitated. In this context, "permanently incapacitated" means that:

because of the member's ill health, whether mental or physical, they are unlikely to engage in gainful employment for which they are reasonably qualified by education, training or experience.



Step 2: we review your application

Once your application has been received, we will review all the documents provided and may seek further information to make our decision. We will also contact the employee directly if they have lifePLUS total and permanent disability (TPD) insurance to discuss whether they want to make a claim. If the employee wishes to claim their insurance, there may be a delay in issuing you an IRC as the insurance claim will generally be assessed first.

Step 3: we make a decision about your application

After we have all information necessary to make a decision about your IRC application, we will decide whether or not to issue an IRC.

Step 4: we notify you

Once our decision about your IRC application has been made, we will advise you and the employee about the outcome. If we have decided to issue an IRC, you will be provided with a copy. If we decide not to issue an IRC, it is up to you and the employee to decide whether or not you would like to request a review of our decision. We will provide you with more information about how to do this if we decide to reject your IRC application.

Step 5: terminate the employee and pay final contributions

If we decide to issue you with an IRC, you need to terminate the employee and pay their final contributions before we are able to pay any benefits to the employee.

Note: PSSap members may choose to apply for an IRC themselves. If we decide to issue an IRC after reviewing the member's application, we will provide you with a copy so you can terminate the member and pay their final contributions.



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