

WEST LIMERICK INDEPENDENT LIVING CLG

Pension Policy

Policy Reference	WLILP18
Category	Operational Policies — HR & Financial Governance
Version	2.2 (cover page and house style applied, Senior Management Pension Arrangements section added)
Status	APPROVED — by the Board of Directors on 9 October 2026
Supersedes	WLILP18 - Pension Auto Enrolment Policy; WLILP18 - Pension Auto Enrolment Policy - DRAFT v2.1
Policy Owner	Board of Directors, West Limerick Independent Living CLG
Applies To	All WLIL employees; the Senior Management Pension Arrangements section applies specifically to designated senior management roles
Related Policies	WLILP1 - Policy on Policies; WLILP7D - Data Retention, Rectification and Erasure Policy; WLILP11 - Financial Procedures Policy; WLILP12 - Board Code of Conduct and Governance Policy
Review Cycle	Annually, or sooner if legislation, NAERSA guidance, or HSE pay policy expectations change

This policy reflects the Automatic Enrolment Retirement Savings System Act 2024, the Pensions Act 1990 as amended, and the Employment Equality Acts 1998–2015, checked as accurate as of drafting. It is not a substitute for financial, pensions, or legal advice.

Policy Statement

The Company is committed to supporting employees in planning for their long-term financial wellbeing. WLIL operates two pension arrangements: the Irish Life Occupational Pension Scheme, which pre-dates auto-enrolment and remains open to eligible employees, and My Future Fund, the State's automatic enrolment retirement savings system, which applies to employees not already covered by a qualifying occupational scheme. This policy outlines eligibility, contribution requirements, employee rights, and how the Company manages compliance for both.

Legislative Framework

The Automatic Enrolment Retirement Savings System Act 2024 establishes My Future Fund and NAERSA. The Irish Life Occupational Pension Scheme is governed by the Pensions Act 1990, as amended, and by its own trust deed and rules, which take precedence over this policy for the scheme's detailed legal and technical operation — this policy summarises WLIL's practice, not the scheme's full governing documentation. This policy operates alongside WLILP11 - Financial Procedures Policy, given contributions to both schemes are processed through payroll, and WLILP7D - Data Retention, Rectification and Erasure Policy for records generated under this policy.

Scope

This policy applies to all employees. Employees who joined the Irish Life Occupational Pension Scheme, or who are eligible to do so, are covered by that scheme. Employees who are not members of the Irish Life scheme, or any other qualifying occupational pension scheme recorded through payroll, are covered by the auto-enrolment criteria under national legislation, set out below. Some categories of worker are excluded from auto-enrolment entirely, rather than simply not meeting the age or earnings criteria — this includes company directors, individuals exempt from PRSI, and participants in schemes such as Community Employment, Job Initiative, or the Rural Social Scheme. Where WLIL is unsure whether a specific role or contract falls into one of these categories, NAERSA's own eligibility determination should be relied on rather than an assumption made locally.

Irish Life Occupational Pension Scheme

WLIL has offered an occupational pension scheme with Irish Life to eligible employees for a number of years, pre-dating the introduction of auto-enrolment. This scheme remains open to eligible employees and operates as follows:

- Employer contribution: the Company contributes 3% of the employee's gross salary, fixed at the time the pension is set up
- Employee contribution: at the employee's own discretion, agreed directly with Irish Life when the pension is set up
- Setting up the pension: eligible employees meet with an Irish Life representative to discuss and set up their pension arrangement
- Retirement: employees meet with an Irish Life representative in advance of retirement to discuss their options

For the full legal terms, investment options, and retirement options available under this scheme, employees should refer to their Irish Life member documentation, or contact Irish Life directly — this policy summarises WLIL's role in facilitating the scheme, not its full governing rules.

An employee who is an active member of the Irish Life Occupational Pension Scheme, with contributions recorded through payroll, is not auto-enrolled into My Future Fund. The sections below apply to employees who are not covered by the Irish Life scheme or another qualifying occupational pension scheme recorded through payroll.

My Future Fund (Auto-Enrolment) — System Overview

Under current legislation, all employees who meet the following criteria are automatically enrolled:

- Aged 23 to 60
- Earning more than €20,000 per year across all employments
- Not already contributing to an occupational pension scheme through payroll

If you are a member of an [occupational pension scheme or trust Retirement Annuity Contract \(RAC\)](#) or you have a [Personal Retirement Savings Account \(PRSA\)](#) or [Pan-European Personal Pension Product \(PEPP\)](#), where this is recorded in payroll, you will not be auto-enrolled.

NAERSA collects contributions from the employee, employer, and the State, and allocates these to investment management providers. Employees receive their accumulated retirement savings when they reach State Pension age (currently 66). The system operates on a pot-follows-member basis, meaning the same pension pot moves with the employee throughout their career.

Contribution Rates

Contributions are deducted from gross pay and are matched by the employer, with additional top-ups from the State. The contribution rates will be phased in over the first 10 years of the operation of the scheme.

Period	Employee Contribution	Employer Contribution	State Contribution	Total Contribution
Years 1-3 (1 Jan '26 – 31 Dec '28)	1.5%	1.5%	0.5%	3.5%
Years 4-6 (1 Jan '29 – 31 Dec '31)	3%	3%	1%	7%
Years 7-9 (1 Jan '32 – 31 Dec '34)	4.5%	4.5%	1.5%	10.5%
Year 10 onwards (from 1 Jan '35)	6%	6%	2%	14%

Contributions are fixed at these set rates, and it is not possible for you or your employer to pay more or less than these rates.

Contributions are calculated on your gross earnings. Contributions are not levied on any gross pay over €80,000.

Application to Employees

NAERSA will use Revenue payroll data to identify eligible employees, using a lookback period of up to 13 weeks. If the lookback period indicates that your earnings would exceed €20,000 over a 12-month period, you will be auto-enrolled. You will stay enrolled even if your earnings later drop below €20,000.

Once enrolled:

- The applicable employee contribution rate is automatically deducted in each payroll period.
- The Company contributes the corresponding employer rate.
- The State contribution is credited directly to the employee's My Future Fund account by NAERSA.
- Contributions are visible on your payslip.

If you are on unpaid leave, no contributions are deducted or paid for that period.

Employee Portal Access

Employees may access the My Future Fund employee portal using their MyGovID credentials. You can register for a verified MyGovID account on the website, www.mygovid.ie, or by downloading the [MyGovID app](#) for free in app stores.

Through the portal, employees can:

- View their total pension pot and contribution history
- View administration fees deducted from your account
- Review investment performance
- Choose or amend investment strategies from the default investment strategy
- Opt in, opt out, or suspend contributions

Right to Opt-In

Employees who do not meet the automatic enrolment criteria may choose to opt in if they are aged 18 or older but below State Pension age.

Right to Opt-Out

Employees must remain in the system for the first six months after enrolment. After this period, they may opt out during months 7 and 8, receiving a refund of their own contributions only.

Employer and State contributions remain in the employee's fund as they become the property of the employee.

Employees may also opt out during months 7 and 8 following a scheduled contribution increase and will receive a refund of the difference between the previous and new employee rate. This option will only be available in the first ten years of auto-enrolment as contributions are phased in.

Employees who have opted out will be automatically re-enrolled after two years, unless they no longer meet eligibility criteria.

Right to Suspend

Employees may suspend contributions:

- No earlier than 6 months after joining or re-joining the scheme
- For a minimum of 1 year and a maximum of 2 years

If you choose to suspend contributions, you will not be able to resume saving before a minimum of one year.

No refunds are provided for contributions made prior to suspension. After two years of suspension, employees who meet eligibility criteria will be automatically re-enrolled.

What Happens when you Retire

The retirement age for auto-enrolment is linked to the State Pension age (currently 66 years of age). You will not be able to access your savings pot before retirement age.

Early drawdowns will only be possible in the case of an ill-health retirement.

Where an employee dies prior to retirement, the savings and investment returns in their pot will be calculated and will form part of their estate.

In the first years of the auto-enrolment scheme, retiring employees will receive a lump sum payment from their savings pot.

In the future and as the scheme develops, it is envisioned that more retirement products such as annuities will be developed and available to retiring employees.

Additional Information

Employees are encouraged to consult the national Auto Enrolment information website for comprehensive system details and updates. [Auto-enrolment retirement savings system for employees](#).

Senior Management Pension Arrangements

WLIL recognises that recruiting and retaining senior management roles, such as General Manager or Finance Manager, can be genuinely difficult, and that pension provision is part of a competitive remuneration package for these roles. This section sets out how any difference in pension arrangements for senior management is managed, so that it remains within the law and consistent with good governance.

Statutory auto-enrolment contribution rates under My Future Fund are fixed by legislation and cannot be varied for any employee, regardless of seniority. Nothing in this section permits, or is intended to permit, a different auto-enrolment contribution rate for any individual.

Where WLIL wishes to offer an enhanced pension arrangement to a senior management role, this must be provided through an occupational pension arrangement (such as the Irish Life scheme, or another scheme WLIL puts in place), and must meet all of the following conditions:

- The arrangement is attached to a defined role or grade (for example, General Manager or Finance Manager), not to an individual's personal characteristics, and would apply equally to anyone appointed to that role
- The arrangement is approved in advance by the Board, and recorded in the Board minutes — it is not set unilaterally by the General Manager or by the individual concerned
- The arrangement is documented in the individual's contract of employment
- The arrangement has regard to WLIL's obligations as a Section 39 HSE-funded body. Section 39 staff are not public servants and are not bound by the Department of Health Consolidated Salary Scales, but the HSE has requested that Section 39 organisations have due regard to public pay policy, particularly for senior management, and requires senior management remuneration to be disclosed under WLIL's Service Arrangement. Any enhanced pension arrangement should be considered alongside this expectation, not in isolation from it
- The arrangement is disclosed consistently with WLIL's transparency obligations, including key management personnel remuneration disclosure under the Charities SORP and the Charities Governance Code, and is recorded in WLILP12's Register of Interests where relevant

This approach is consistent with the Employment Equality Acts 1998–2015: differentiating remuneration by role, grade, or objective market considerations is lawful, provided the differentiation is not based, directly or indirectly, on any of the protected grounds under that legislation (gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community).

Changes to this Policy

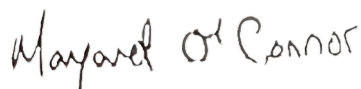
This policy will be kept under review to include any changes in legislation and good practice.

This policy reflects the Automatic Enrolment Retirement Savings System Act 2024 and current NAERSA guidance, checked as accurate as of drafting. Given this is a newly live, evolving scheme, this policy should be re-checked against current NAERSA guidance at each annual review. It is not a substitute for financial or legal advice.

Approval

Approved by the Board of West Limerick Independent Living CLG on 9 October 2026.

Signed on behalf of the Board, on its instruction, by the General Manager:



Margaret O'Brien O'Connor, General Manager

Date signed: 09-10-2026