

**LOCAL GOVERNMENT PENSION SCHEME (LGPS)**

**NOTIFICATION OF RETURN FROM UNPAID ABSENCE**

This form must be completed by the **HR Department** (Employer) when an employee, who is a member of the LGPS, returns from a period of unpaid absence due to:

- (a) A period of unpaid leave or leave on reduced pay - for a period exceeding 30 days
- (b) A period of unpaid Maternity, Paternity or Adoption leave  
(notification of maternity absence on reduced pay is not required),
- (c) Industrial action

and must be signed by the returning employee.

**Note: This form is not required when returning from sick leave, annual leave or jury service.**

**MEMBERS DETAILS**

Surname		Title	
Forename(s)			
Date of Birth		NI No	
Job Title		Payroll No	
Employer			

**REASON FOR ABSENCE**

- |   |  |
|---|--|
| <input type="checkbox"/> Unpaid Maternity               | <input type="checkbox"/> Unpaid Paternity      |
| <input type="checkbox"/> Unpaid Leave (e.g. sabbatical) | <input type="checkbox"/> Unpaid Adoption Leave |
| <input type="checkbox"/> Industrial Action              |  |

<b>First date of unpaid absence</b>	
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<b>Date of return to work</b>	
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The employer should issue the member with the following information:

- A statement of the lost assumed pensionable pay during the period of absence or trade dispute.
- Confirmation of the section of the Scheme the member is in.

Assumed Pensionable Pay for period of absence is £

Section of the Scheme (e.g. Main scheme / 50/50)

**Additional Pension Contribution (APC)**

Where the unpaid absence is authorised unpaid leave or unpaid additional child related leave, you can repay the period of 'lost' pension in respect of this period of absence by electing to pay additional pension contributions - APC. If the election is made **within 30 days of returning to work**, your employer will contribute 2/3rds of the cost, but you **MUST** elect to repay the pension for the entire period of absence **within the regulation timeframe**.

If the election is made after the 30 days of returning to work, you will have to pay the full cost of repaying the period of absence yourself.

If you wish to proceed you should obtain a quotation from the National APC website found at <http://lgps2014.org/apc/>. The application form from the website together with this statement showing the Assumed Pension Pay lost should be returned to your employer if you wish to proceed.

Where the unpaid absence is in relation to industrial dispute, you can repay the period of 'lost' pension in respect of this period of absence by electing to pay additional pension contributions – APC. However, your employer will not contribute to any of the cost you must pay the full cost of repaying the period of absence yourself.

If you wish to proceed you should obtain a quotation from the National APC website found at <http://lgps2014.org/apc/>. The application form from the website together with this statement showing the Assumed Pension Pay lost should be returned to your employer if you wish to proceed.

**MEMBER INFORMATION**

(\*delete as appropriate)

I wish / do not wish\* to pay Additional Pension Contributions (APC's) in respect of my unpaid absence, as indicated above.

**Member Declaration**

**I have been advised that I can make up my 'lost' pension whilst I was on unpaid absence. I am aware that I should obtain a quotation from the National APC website <http://lgps2014.org/apc/>**

<b>Signature of member</b>	
<b>Date</b>	

<b>Employer/Directorate/School</b>			
<b>Signed, on behalf of the Employer</b>		<b>Date</b>	
<b>Name in Block Capitals</b>			
<b>Contact Telephone Number</b>			

When completed, you must provide a copy to –  
 The member  
 and to  
 Equiniti Paymaster using the secure up-load facility, Sharefile,  
 or by post to: London Borough of Hackney Pensions, Equiniti Paymaster, Russell Way, Crawley, West Sussex RH10 1UH.