

LOCAL GOVERNMENT PENSION SCHEME (LGPS)

NOTIFICATION OF UNPAID ABSENCE

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

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

Note: This form is not required for absences for reasons of 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 | |

First date of unpaid absence	
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Pension contribution last paid on (month / year)	
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Employer/Directorate/School			
Signed, on behalf of the Employer		Date	
Name in Block Capitals			
Contact Telephone Number			

When completed please return this form to Your Payroll Department, and a copy 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 1HU