

# Returning from Authorised Absence (including child related absence) (Post 31 March 2014)

This form should be completed by the payroll provider for any scheme members who are returning from an authorised absence, including child related absence, after 31 March 2014.

**\*Please note\*: If you are reporting more than one period of authorised unpaid absences on this form, please use the latest date that the member returned to work for this section. All absence periods will need to be listed on the page overleaf.**

Employer:	
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## Member Details

Full name:		Mr	Mrs	Miss	Ms
Address including postcode:					
Payroll No:		NI No:			

**\*Date member returned to work:**

## Details for Authorised Absence Period before 1 April 2014

**This part of the form should be completed for the period of any authorised absence, including child related leave, which falls before 1 April 2014 only.**

The member can elect within 30 days of returning to work (or within 30 days of leaving if the member does not return) or such longer period as the employer may allow to pay pension contributions for any period of unpaid additional maternity, paternity or adoption leave falling before 1st April 2014 so that the period of absence will count in full for pension purposes. The contributions will be calculated on the rate of pay (or reduced pay) that the member was entitled to receive immediately before they commenced the period of unpaid leave. If they elect to pay contributions for this period, the employer will pay contributions on the member's notional full pay for that period.

Please tick one option from below:

- The member did not have a break in pensionable service
- The member had a break in pensionable service and has NOT elected to repay the missing contributions

A break in pensionable service should be loaded for the period  to

- The member had a break in pensionable service and has elected to repay the missing contributions  
The details are as follows:

Arrears of contributions owing  £

Repayment Period  to

**Details for Authorised Absence Period after 31 March 2014**

**This part of the form should be completed for the period of any authorised absence, including child related leave, which falls on or after 31 March 2014 only.**

The member has the option to elect to pay an APC to purchase any or all, of the amount of pension 'lost' during the period of absence. If the election is made within 30 days of returning to work, or a longer period if the employer allows in accordance with the Regulation 16 (16) of the LGPS Regulations 2013, the employer shall pay 2/3rds of the cost of the APC (a shared cost APC). The amount of 'lost' pension shall be calculated as 1/49th of the APP for the period of unpaid leave if the member was in the Main section during that period, or 1/98th of the APP for the period of unpaid leave if they were in the 50/50 section during that period. A member can commence an APC or shared cost APC in this circumstance even if they are in the 50/50 section.

**Combined Total Amount of Pensionable Pay Lost**

£

**Please tick one option from below:**

- 1)  The member **did not** have any period of unpaid absence
- 2)  The member had a period or periods of unpaid absence and **has not elected** to buy back the lost pension
- 3)  The member has had a period or periods of unpaid absence, as detailed below **and they have elected to buy back lost pension.**

**(Please attach a copy of the members signed application form).**

<b>Unpaid Absence start date: (All dates are inclusive)</b>	<b>Unpaid Absence end date: (All dates are inclusive)</b>	<b>Amount of pensionable pay lost per absence: (£0.00)</b>

**If the member has elected to buy back the lost pension please complete the details of payment section on the next page.**

**Confirmation of APC payment deducted (if option 3 ticked overleaf)**

This part of the form should be completed in all cases where the member has elected to buy back lost pension following period or periods of unpaid absence.

Please tick one option from below:

- a)  The member has made the election within 30 days **or** where more than 30 days, the employer named overleaf has chosen to exercise the discretion under Regulation 16 (16) of the LGPS Regulations 2013 to extend the 30 day limit within which a member must make an election to purchase, via a shared cost APC (SCAPC), the amount of pension 'lost' during a period of authorised leave of absence and employer contributions will be paid as follows:

<b>Employer Contribution</b>	£	
<b>Frequency of Employer Contribution (single/monthly)*</b>		
<b>Employer portion of total lost pension being purchased</b>	£	
<b>Date paid (single payment)</b>		
<b>Repayment Period (monthly payments)</b>		to

- b)  The member has **not** made the election within 30 days and the employer will **not** apply the discretion under Regulation 16 (16) of the LGPS Regulations 2013. Therefore **no employer** contributions will be paid and the employee will repay the APC in full.

**\*Please note\*: The frequency of employer contributions should match that of the employee contributions in all cases.**

Please complete below in all cases:

The member has elected to buy back the lost pension \* **as a one off payment / over the period of one year** (\* please delete as appropriate and confirm amount and dates deducted below).

- The employee contribution will be paid by a **one off payment** and the amount and date deducted is as follows:

<b>One off employee APC contributions</b>	£	
<b>Employee portion of total lost pension being purchased</b>	£	
<b>Date paid (single payment)</b>		

Or

- The employee contributions will be paid over a **period of one year** and the monthly amount and repayment period is as follows:

<b>Monthly employee APC contributions</b>	£	
<b>Employee portion of total lost pension being purchased</b>	£	
<b>Repayment Period</b>		to