| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
| --- | --- |

**Local Government Pension Scheme – notification of unpaid leave**

Please complete sections 1, 2 and 8 **in all cases** and section 3-7 **as relevant** and then either:

* **upload** it to the member’s record on i-Connect, (please see the [Employer i-Connect guide](https://content.govdelivery.com/attachments/UKCAMBSCC/2022/10/21/file_attachments/2304986/i-Connect%20-%20Employer%20Guide%20%20-%20v1.pdf) for help); or
* **scan** it and **email** it securely to [pensions@westnorthants.gov.uk](mailto:pensions@westnorthants.gov.uk)

**Section 1 - Employer details**

| **Question** | **Answer** |
| --- | --- |
| Name of employer |  |

**Section 2 – Employee’s personal details**

| **Question** | **Answer** |
| --- | --- |
| Surname |  |
| First name(s) |  |
| Title |  |
| Date of birth |  |
| NI number |  |
| Job title |  |
| Pay reference |  |
| Unique post reference |  |

**Section 3 – Break in pensionable employment due to employee’s absence from work**

**Authorised leave without pay (ALWOP)**

If the member chooses to pay additional pension contributions (APCs) to buy the lost pension for their unpaid leave, the APC contract will be split 1/3rd employee and 2/3rds employer. This is known as shared cost additional pension contributions (SCAPCs). It must be bought within 30 days of coming back to work. If the member doesn’t choose to pay APCs to buy the entire lost pension for the time they were off, the membership is excluded from:

* the underpin calculation; or
* rule of 85; or
* when calculating final pay for benefits relating to pre 1 April 2014 membership.

| **Question** | **Answer** |
| --- | --- |
| Start date of ALWOP |  |
| Date of return from ALWOP |  |

| **Question** | **Answer Yes / No** |
| --- | --- |
| Has an election been received to pay either SCAPCs or APCs for the ALWOP above |  |
| Is the election to pay SCAPCs or APCs for the whole period of ALWOP \* |  |

\* If the answer is ‘No’, please complete the below:

| **Question** | **Answer** |
| --- | --- |
| SCAPCs / APCs to be paid for the lost pension for the period from |  |
| SCAPCs / APCs to be paid for the lost pension for the period to |  |

If SCAPCs / APCs to be paid:

| **Question** | **Answer Yes / No** | **If Yes – date paid from or pay period month ending** | **If Yes – date paid to** |
| --- | --- | --- | --- |
| SCAPC / APC to be paid by lump sum | ` |  |  |
| SCAPC / APC contributions to be taken monthly |  |  |  |

**Unauthorised leave without pay (ULWOP) – the membership is excluded from the underpin calculation (if applicable)**

| **Question** | **Answer** |
| --- | --- |
| Start date of ULWOP |  |
| Date of return from ULWOP |  |

**Section 4 – Notification of family leave**

**Employee’s return from maternity / paternity / adoption leave**

If the member chooses to pay additional pension contributions (APCs) to buy the lost pension for when they took unpaid additional maternity/paternity/adoption leave, the APC contract will be split 1/3rd employee and 2/3rds employer. This is known as shared cost additional pension contributions (SCAPCs). It must be bought within 30 days of coming back to work. If the member doesn’t choose to pay APCs to buy the entire lost pension for the time they were off, the membership is excluded from:

* the underpin calculation; or
* rule of 85; or
* when calculating final pay for benefits relating to pre 1 April 2014 membership.

| **Question** | **Answer** |
| --- | --- |
| Start date of leave on no pay |  |
| Date of return from leave on no pay |  |

| **Question** | **Answer Yes / No** |
| --- | --- |
| Has an election been received to pay either SCAPCs or APCs for the period of unpaid leave, as stated above |  |
| Is the election to pay SCAPCs or APCs for the whole period of unpaid leave \* |  |

\* If the answer is ‘No’, please complete the below:

| Question | Answer |
| --- | --- |
| SCAPCs / APCs to be paid for the lost pension for the period from |  |
| SCAPCs / APCs to be paid for the lost pension for the period to |  |

If SCAPCs / APCs to be paid:

| **Question** | **Answer Yes / No** | **If Yes – date paid from or pay period month ending** | **If Yes – date paid to** |
| --- | --- | --- | --- |
| SCAPC / APC to be paid by lump sum | ` |  |  |
| SCAPC / APC contributions to be deducted monthly |  |  |  |

**Section 5 – Notification of strike absence**

The member has the option to pay additional pension contributions (APCs) to buy the lost pension for the time they were off on strike. If the member doesn’t choose to pay APCs to buy the entire lost pension for when they were on strike, the membership is excluded from:

* the underpin calculation; or
* rule of 85; or
* when calculating final pay for benefits relating to pre 1 April 2014 membership.

Please complete the below to confirm the periods of strike absence and if the member has chosen to pay an APC.

| **Strike period** | **Strike absence from** | **Strike absence to** | **Elected to pay APCs – Yes / No** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

If APCs to be paid:

| **Question** | **Answer Yes / No** | **If Yes – date paid from or pay period month ending** | **If Yes – date paid to** |
| --- | --- | --- | --- |
| APC to be paid by lump sum | ` |  |  |
| APC contributions to be deducted monthly |  |  |  |

**Section 6 – Reserve forces service leave**

Confirm the dates of the reserve forces leave.

| **Question** | **Answer** |
| --- | --- |
| Start date of reserve forces service leave |  |
| Date of return from reserve forces service leave |  |

**Section 7 – Notification of early cessation of APC / SCAPC contract**

If the member stops paying APCs/SCAPCs to buy the entire lost pension for the time they were off before the contract is due to end, a period of the membership will be excluded from:

* the underpin calculation; or
* rule of 85; or
* when calculating final pay for benefits relating to pre 1 April 2014 membership.

| **Question** | **Answer** |
| --- | --- |
| Period of leave on no pay from |  |
| Period of leave on no pay to |  |

| **Type of contract** | **Contributions due to be paid for the period from** | **Contributions due to be paid for the period to** | **Contract ceased on** |
| --- | --- | --- | --- |
| SCAPC | ` |  |  |
| APC |  |  |  |

**Section 8 – Employer’s authorisation**

| **Question** | **Answer** |
| --- | --- |
| Name |  |
| Job title |  |
| Contact phone number |  |
| Date |  |

The Cambridgeshire Pension Fund and Northamptonshire Pension Fund are a Data Controller under the General Data Protection Regulations. This means we store, hold and manage your personal data in line with statutory requirements to allow us to provide you with pension administration services. To allow us to carry out our statutory duty, we’re required to share your information with certain bodies, but will only do so in limited circumstances. For more information about how we hold your data, who we share it with and what rights you have to request information from the Fund, please visit:

[Cambridgeshire Pension Fund](https://pensions.cambridgeshire.gov.uk/governance/key-documents/cambridgeshire/)

[Northamptonshire Pension Fund](https://pensions.westnorthants.gov.uk/governance/key-documents/northamptonshire/)

This information can be made available in other languages and formats upon request like Braille, large print and CD.

**Local Government Pension Scheme – notification of unpaid leave frequently asked questions**

# **Why are details of breaks in membership from 1 April 2014 needed?**

Employers are still responsible for providing details of breaks in “membership” that occur before the normal pension age (NPA) (2008 Scheme definition) due to:

* a trade dispute; or
* authorised unpaid leave of absence;
* unpaid additional maternity, paternity or adoption leave; or
* unauthorised unpaid absence.

But only for those members:

* to whom the underpin calculation applies; or
* to whom the 85-year rule applies;
* and who haven’t taken out an additional pension contribution (APC) contract to cover the whole of the pension that would have accrued during the trade dispute period; or
* taken out a shared cost APC contract to cover the whole of the pension that would have accrued during the period of unpaid leave of absence (up to a maximum period of 36 months) or period of unpaid additional maternity, paternity or adoption leave.

Unauthorised unpaid absences will always be classed as a break as there’s no facility to pay an APC to cover the pension that would have accrued.

You need to let us know about service breaks so we can decide:

* whether the final salary benefit underpin for members, exceeds their post 31st March 2014 CARE pension; and
* when the member meets the 85-year rule. A break can put back the date when the 85-year rule is achieved.

# **When should this form be completed?**

This form should be completed if your employee:

* chooses to pay SCAPCs or APCs for part of the authorised paid leave of absence or strike absence; or
* doesn’t choose to pay SCAPCs or APCs for the authorised paid leave of absence or strike absence; or
* has a period of unauthorised leave without pay; or
* has a period of reserve forces leave.
* chooses to stop paying SCAPCs or APCs before the end of the contract.

This should be sent either:

* After 60 days of the employee returning from authorised unpaid leave or strike absence; or
* On notification of an election to pay APCs, after 60 days of them returning from authorised unpaid leave of strike absence; or
* Immediately after the employee returning from unauthorised unpaid leave; or
* Immediately after the employee’s election to stop paying SCAPCs or APCs before the end of the contract.