

## Re - Employment Following a Break

**Please complete this form in block capitals and in black ink.**

Surname:

First Name(s):

Title: Mr / Mrs / Miss / Ms / Other

Partnership Status: Single / Married / Civil Partnered / Divorced / Widowed / In a Declared Partnership\*:

Current Address:

  

Postcode:

National Insurance Number:

Pension Reference Number:

Employing Authority:

Occupation:

Staff Number:

Contribution Rate:

Annual Pensionable Pay:

Date Break Started:

Date Break Ended:

Section of the Scheme at date break started:

Main

50/50

Reason for Break in Employment (see overleaf)

If reason (1) or (3), has the member been advised that they can pay Additional Pension

Contributions (APCs) to buy pension for the period of absence?

Yes

No

If YES, please provide the member with a calculation of his/her lost pension. If NO, please advise the member of this immediately - this form must not be sent to NILGOSC until you have advised the member of their right to do this.

If the member elects to buy 'lost pension', please complete the employer's section of form LGS27B and forward to NILGOSC.

**Please note that if a member returns from a break under different working hours or weeks, form LGS25 must be returned with this form to advise NILGOSC of the change.**

## Re - Employment Following a Break

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### Completed by:

Print Name (Authorised Officer):

Signature:

Telephone Number and Extension Number:

Date:

Email Address:

This form is to be used when an employee returns to employment after a break in service due to:

1. Authorised Unpaid Leave of Absence (e.g. jury service on no pay or career break).  
If a member elects to cover this period within 30 days of returning to work the cost of the APC contract is split 1/3rd employee, 2/3rd employer. N.B. Contributions were payable on the first 30 days of absence.
2. Unpaid child-related leave. Pending clarification from the Department, any absence on maternity leave (or similar family leave) will be considered as a whole. Therefore if an employee goes onto unpaid additional maternity leave (or similar unpaid family leave) the first 30 unpaid days are not dealt with under this changed regulation. The employee will not pay contributions on this unpaid period but will retain the right to make APCs in respect of this period on return to work, if she or he so wishes, and the normal rules for APCs will apply.
3. Unpaid Sick Leave during which time employer's contributions are due in full on the member's Assumed Pensionable Pay
4. Industrial action/strike
5. Reserve Forces Service Leave
6. Unauthorised Absence (no contributions can be paid)

**Please return to NILGOSC, 411 Holywood Road, Belfast BT4 2LP within 30 days of the member's return to work.**