

## Breaks in Employment

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

Surname:

Title: Mr / Mrs / Miss / Ms / Other

First Name(s):

Partnership Status:

Pension Reference Number:

Staff Number:

National Insurance Number:

Post Held:

Employer:

Section of the Scheme at date break commenced: Main  50/50

The member has commenced a leave of absence from ..... / ..... / .....

### Reason for absence

\* Authorised unpaid leave of absence e.g. jury service on no pay or career break. The first 30 days must be paid for.

Unpaid child-related leave - Pending clarification from the Department, if an employee goes onto unpaid additional maternity leave (or similar unpaid family leave) they 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.

Unpaid Sick Leave (move to main section of Scheme and remit employer contributions on the member's Assumed Pensionable Pay until they return to work)

\* Industrial action/strike (strikes involving a large number of Scheme members should be notified electronically by spreadsheet)

Reserve Forces Service Leave

Unauthorised Absence

\* The member **must** continue to pay for ARCs, APCs, AVCs or Added Years during the break (except for a period of unpaid sick leave). The

expected date of return to work is ..... / ..... / ..... / not known.

When the employee returns to work, please complete and forward form LGS 35 - Re-employment Following a Break.

If the employee does not return to work on the expected date, please notify NILGOSC immediately of the revised date of return, or if the employment ends complete and forward Leaver's form LGS15.

### Completed by:

Print Name (Authorised Officer):

Signature:

Telephone Number and Extension Number:

Date:

Email Address: