

Local Government Pension Scheme (LGPS) Notification of Absences when Contributions not made

Please read the notes below before completing this form

Notes

1. This form should be used to indicate an employee who has been absent and has not elected to pay pension contributions due in respect of the relevant period.
2. An employee who is on Leave of Absence for a continuous period of less than 31 days or away on jury service for any period, and who is receiving reduced or no pay must make contributions at the standard rate on the pay he would have received during that period but for his absence. **Such a period should not be shown below.**
3. The form should be completed and returned to TOPS Section (Pensions), London Borough of Bexley, as soon as the relevant absence has ended, and they will forward to the LPFA.

Surname:	
Title: Mr/Mrs/Miss/Ms/other	Forenames:
Date of birth:	National Insurance Number:
Employer:	Payroll number:

Date Absence started:	Date Absence ended:
Please choose one of the following reasons for absence: Strike / Leave of Absence / Parental leave	
For enquiries contact:	Telephone number:
Certification signature:	Date: