

Local Government Pension Scheme (LGPS) Notification of Absence for Maternity Leave

Please read the notes overleaf before completing this form in BLOCK CAPITALS

Surname:	
Title: Mr/Mrs/Miss/Ms/other	Forenames:
Date of birth:	National Insurance Number:
Employer:	Payroll number:
Date Absence started:	Date Absence ended:
Period for which no contributions were paid	
From:	To:
<p>Notional pensionable pay figure (as if not on Maternity Leave) for the financial year that includes Date Absence started (1/4/** to 31/3/**):</p> <p><i>LPFA will contact you in due course to obtain relevant figure for financial year that includes Date Absence ended.</i></p> <p>Has the member elected to pay contributions for period of nil pay? Yes/No</p> <p>If yes please give details of repayment arrangement.</p>	
<p>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.</p>	
For enquiries contact:	Telephone number:
Certification signature:	Date:

During any period of paid maternity absence, including any period when only Statutory Maternity Pay is in payment, an active member must continue to pay pension contributions.

For any period of unpaid maternity absence, the employee may choose to pay contributions so that the period will count in full for pension purposes.

Contributions are payable according to the table overleaf.

MATERNITY LEAVE CONTRIBUTIONS TABLE																							
Type of Leave	Member pays basic pension contributions on	Employer pays contributions on	How service counts under the LGPS																				
Ordinary Maternity Leave (OML) Weeks 1-26	Actual OMP / SMP, received (incl. any OMP paid as lump sum on return to work)	Notional full pay	Counts in full																				
Paid Additional Maternity Leave (AML)	Actual pay received	Notional full pay	Counts in full																				
Employee opts to pay contributions to cover unpaid period	<p>Notional pay – based on pay employee received or was entitled to receive before unpaid period began (ignoring any increase in pay due to a Keep In Touch (KIT) day)</p> <table border="1"> <thead> <tr> <th><u>If before AML began, was entitled to receive:</u></th> <th><u>Notional pay based on:</u></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>SMP only</td> <td>SMP only</td> <td>Notional full pay</td> <td>Counts in full</td> </tr> <tr> <td>SMP and OMP</td> <td>SMP and OMP</td> <td>Notional full pay</td> <td>Counts in full</td> </tr> <tr> <td>OMP only</td> <td>OMP only</td> <td>Notional full pay</td> <td>Counts in full</td> </tr> <tr> <td>No SMP or OMP</td> <td>Full pay received before OML began</td> <td>Notional full pay</td> <td>Counts in full</td> </tr> </tbody> </table>	<u>If before AML began, was entitled to receive:</u>	<u>Notional pay based on:</u>			SMP only	SMP only	Notional full pay	Counts in full	SMP and OMP	SMP and OMP	Notional full pay	Counts in full	OMP only	OMP only	Notional full pay	Counts in full	No SMP or OMP	Full pay received before OML began	Notional full pay	Counts in full		
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No SMP or OMP	Full pay received before OML began	Notional full pay	Counts in full																				
Unpaid Additional Maternity Leave (AML)																							
Employee does not opt to pay contributions for unpaid AML period	Not applicable – no basic contributions are due	Not applicable – no contributions are due	Does not count																				

SMP: Statutory Maternity Pay

OMP: Occupational Maternity Pay

NB: During periods of Ordinary Maternity Leave the employee will continue to pay any Additional Voluntary Contributions (AVCs) on pay received (unless the employee opts to stop paying AVCs).

The employee must continue to make any Additional Regular Contributions (ARCs) to purchase additional annual pension or years of membership, with contributions being based on the pay the member would have received but for being on leave (unless the employee opts to stop paying ARCs). If the member opts to stop paying those additional contributions, they will be credited with the proportion of extra pension or added years they have paid for.