

Notification of change in contractual hours

This form must be completed and sent to the LPFA if the hours or weeks that an employee who is a member of the LGPS is contractually required to work change. Contractual hours or weeks include sickness or holiday leave, but do not include overtime unless it is required to be worked by the contract of employment.

Contributors details

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

Change in the number of hours worked

The contractual hours of employment regularly or usually worked in each week by the above-named contributor were changed:

from hours to hours with effect from /

The number of hours per week for a comparable whole-time post are

Change in the number of weeks worked

The contractual weeks of employment regularly or usually worked in each year (including annual leave and bank holiday entitlement) by the above-named contributor were changed:

from weeks to weeks with effect from /

The number of weeks per year for a comparable whole-time post are

I certify that the details given on this form are correct

Signed (by responsible officer):	Date:
Name in block capitals:	
Designation/grade:	Telephone number:
Name of Employer:	LPFA Employer Code:

Upon completion the employer should return this form to:
London Pensions Fund Authority, Dexter House, 2 Royal Mint Court, London, EC3N 4LP