



LPFA

**London Pensions
Fund Authority**

Local Government Pension Scheme

Notification of absence from work

This form must be completed and sent to the LPFA if an employee who is a member of the LGPS:

- (a) is granted a period of unpaid leave or leave on reduced pay, for a period exceeding 30 days, OR*
- (b) has a period of unpaid maternity, paternity or adoption leave, other than unpaid ordinary maternity, ordinary adoption or statutory paternity leave (notification of absence on reduced pay is not required),*
OR
- (c) goes on strike.*

(Note: It is not required for absences for reasons of sick leave, annual leave or jury service.)

The employee must be given one of the following forms as appropriate which contain explanatory notes:

LG/211UL (unpaid leave or leave on reduced pay)

LG/211MA (unpaid maternity, paternity or adoption absence)

LG/211TD (absence due to Trade Dispute)

Surname _____

Forenames _____

Mr/Mrs/Miss/Ms/other* _____

**Delete as appropriate*

National Insurance number _____

Reason for absence _____

Last deduction of pension contributions made up to and including _____

Expected date of return to work _____

Employer _____ LPFA employer code _____

Signed _____ Date _____

(by responsible Officer)

Name in block capitals _____

Designation/Grade _____

Telephone number _____

Please return this form to London Pensions Fund Authority, Dexter House, 2 Royal Mint Court, London

EC3N 4LP

LG/210

Revised July 2004