



## Local Government Pension Scheme

### Maternity, Paternity or Adoption leave

#### Part 1

This form has been given to you because you have been granted a period of unpaid maternity, paternity or adoption leave.

During any period of paid maternity, or statutory paternity or adoption leave you will pay basic pension contributions on the pay actually received. The service will count as normal for pension purposes i.e. as if the you had been at work;

During any period of unpaid Ordinary Maternity leave or Ordinary Adoption Leave (i.e. any period during the first 26 weeks when you are not in receipt of statutory maternity or adoption pay, or contractual maternity pay), or during any period of unpaid statutory paternity leave, you will be deemed to have paid basic pension contributions. The service will count as normal for pension purposes i.e. as you had been at work.

For any period of unpaid Additional Maternity Leave or Additional Adoption Leave (i.e. weeks 27 to 52) the unpaid period will not count for pension purposes unless you makes an election for it to count. Such an election has to be made within the period of 30 days beginning with the day you return to work or cease employment, or such longer period as the employer may allow. If you elect to count the service for pension purposes, your basic pension contributions for the unpaid period will be based on the pay you were entitled to receive on the day before the unpaid period began.

You are required to continue to pay the full amount of any additional contributions that you are paying to increase scheme membership. Payments are assessed against the pay that you would have received but for any reductions. Arrangements will need to be made to continue making payments throughout your absence or to pay arrears immediately on return. Any permanent break in contributions will require that you start a new contract at a revised rate according to your age at that time. If you are paying additional voluntary contributions (AVCs) through the Scheme, you may choose whether or not to pay these during your absence. Please advise your employer accordingly.

Whether you wish to pay contributions or not for the period of your unpaid maternity absence, please complete and return this form to your employer within 30 days of your return to work, or your date of leaving if you do not return to work.

#### Part 2

To: *(Enter name and address of your employer)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date unpaid maternity absence commenced \_\_\_\_\_

I wish / do not wish\* to pay pension contributions in respect of my unpaid maternity absence\*

I wish to make arrangements for the contributions to be deducted due from my gross pay following my return to work\*

I wish to pay by cheque in full\*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Surname \_\_\_\_\_ Forenames \_\_\_\_\_

Mr/Mrs/Miss/Ms/other\* \_\_\_\_\_ National Insurance number \_\_\_\_\_

*\*Delete as appropriate*

*Note to employer:* a) Please enter your LPFA Employer Code here \_\_\_\_\_

b) Please send a copy of this form together with form LG/212 to:

London Pensions Fund Authority, Dexter House, 2 Royal Mint Court, London EC3N 4LP