

Breaks in Employment

Surname:

First Name(s):

Title: Mr / Mrs / Miss / Ms / Other

Partnership Status: Single / Married / Civil Partnered / Divorced / Widowed / In a Declared Partnership*:

Pension Reference Number:

National Insurance Number:

Staff Number:

Post Held:

Employer:

*** Please note that we will only accept a partnership status of 'in a declared partnership' if a completed LGS21 form is held on file.**

The member has commenced a leave of absence from / /

Reason for absence

- Unpaid sick leave (no contributions can be paid).
- * Unpaid leave of absence (first 30 days must be paid for). If career break, please send Leaver's form LGS 15.
- * Unpaid child-related leave.
- * Trade dispute (strikes involving a large number of Scheme members should be notified electronically by spreadsheet).
- Reserve Forces Service (consult NILGOSC regarding contributions due).
- Unauthorised absence (no contributions can be paid).

* If the member does not continue to pay for ARCs or Added Years during the break, a pro-rata calculation will be applied to the purchase.

The expected date of return is / / / not known.

When the employee returns to work, please complete and forward form LGS 35 - Re-employment Following a Break.

If employee does not return to work on the expected date please notify NILGOSC immediately of the revised date of return or complete and forward Leaver's form LGS 15.

Completed by:

Print Name (Authorised Officer):

Signature:

Telephone Number and Extension Number:

Date:

Email Address: