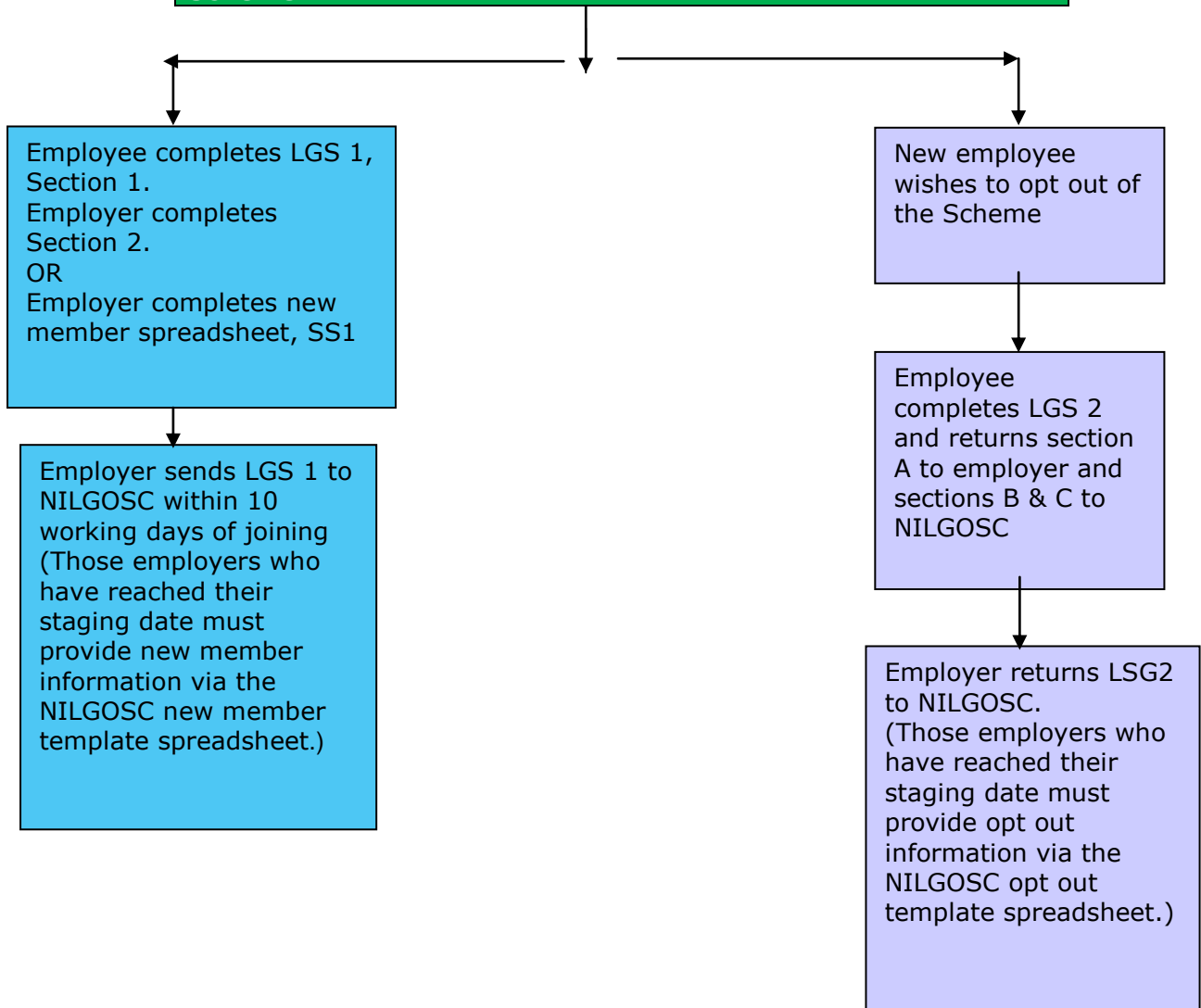


## Member commences employment

All employees under age 75, regardless of the hours or weeks worked, with a contract for three months or more must be brought into the Scheme on commencing employment.

If they have a contract for less than three months they have the option to join the Scheme if they wish. If their contract reaches three months and they haven't already chosen to join, they should then be automatically brought into the Scheme



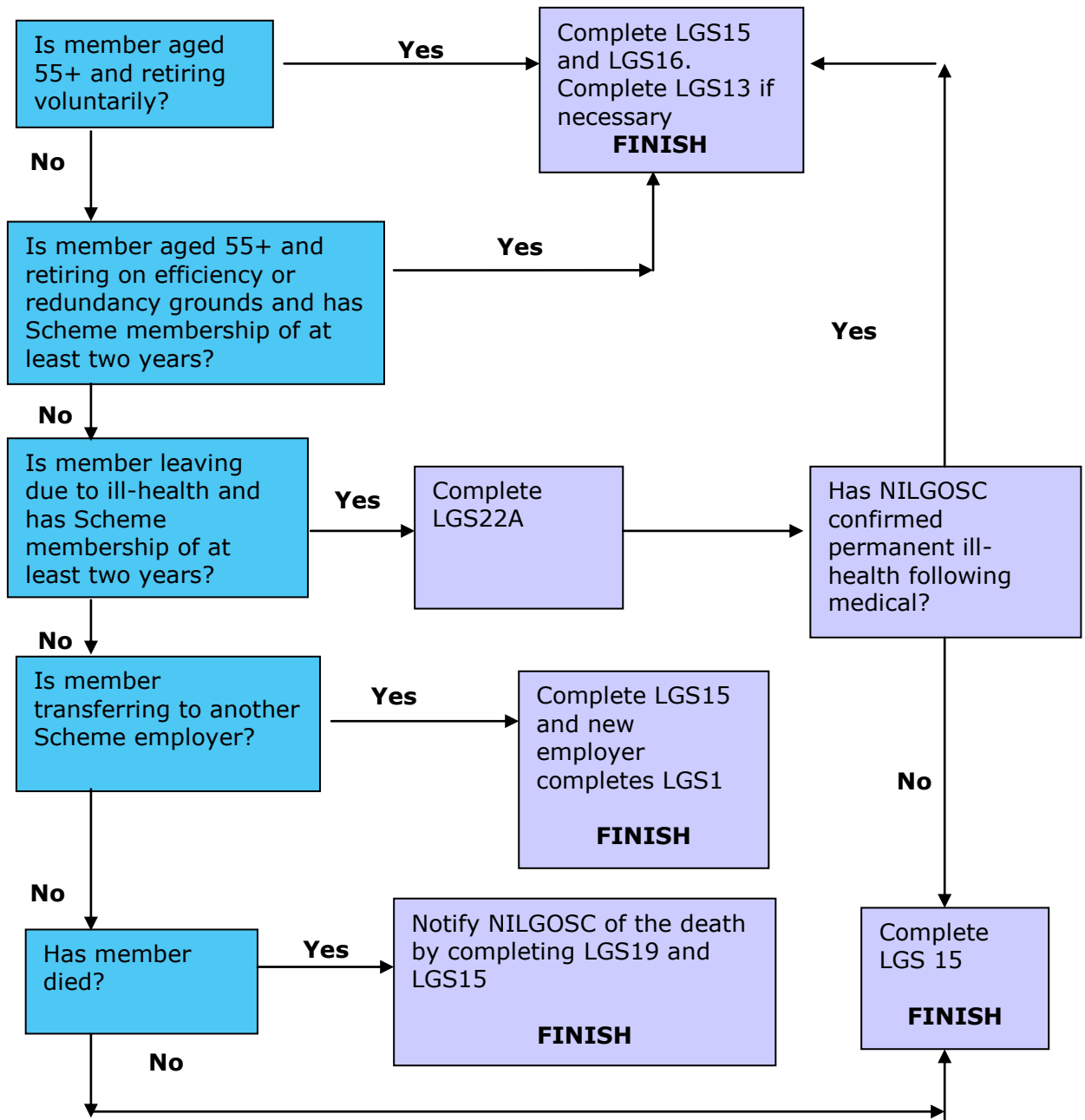
## Forms or spreadsheets completed during membership

Event	Action	
Change in contractual hours or weeks, e.g. hours are increased or reduced* or change in salary rate resulting in a change in contribution rate.	Employer completes LGS 25	
Change in employee's circumstances, e.g. marital / partnership status, address details or email address	Member completes LGS 24	
Unpaid leave, career break, unpaid sick leave, unpaid absence - strike, reserve forces service leave.	<b>Break starts</b>	Employer completes LGS 34
	<b>Break ends</b>	Employer completes LGS 35
Member elects to Purchase additional or lost pension	Employer/member completes LGS27A or LGS27B	
Member elects for 50/50 or elects to re-join Main Section	Employer completes either SS12 or SS11	
Opts out of Scheme (still in employment)	Complete LGS 2 (or Opt Out spreadsheet if passed staging date) and LGS 15	

\* Changes in contractual hours or weeks are only required for those members who are subject to the underpin, who are buying old added years or who were active before 1 April 2009 and born before 1 April 1964.

**SEND COMPLETED FORMS TO NILGOSC WITHIN RELEVANT TIMESCALE**

**Member leaves employment with more than two years' membership**



**SEND COMPLETED LGS15 TO NILGOSC WITHIN FIVE WORKING DAYS OF LEAVING DATE AND LGS 16 THREE MONTHS IN ADVANCE OF RETIREMENT  
LGS19 SHOULD BE COMPLETED AND FORWARDED AS SOON AS POSSIBLE**

