

Breaks in Employment

Please complete this form in block capitals and in black ink.

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:

Section of the Scheme at date break commenced: Main 50/50

The member has commenced a leave of absence from / /

Reason for absence

- * Authorised unpaid leave of absence e.g. unpaid child-related leave, jury service on no pay, career break
- Unpaid Sick Leave (move to main section of Scheme and remit employer contributions on the member's Assumed Pensionable Pay until they return to work)
- * Industrial action/strike (strikes involving a large number of Scheme members should be notified electronically by spreadsheet)
- Reserve Forces Service Leave
- Unauthorised Absence

* The member must continue to pay for ARCs, APCs, AVCs or Added Years during the break (except for a period of unpaid sick leave).

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

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

If the employee does not return to work on the expected date, please notify NILGOSC immediately of the revised date of return, or if the employment ends complete and forward Leaver's form LGS15.

Completed by:

Print Name (Authorised Officer):

Signature:

Telephone Number and Extension Number:

Date:

Email Address: