

## Breaks in Employment

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Please email this completed form to [admin1post.incomingemails@nilgosc.org.uk](mailto:admin1post.incomingemails@nilgosc.org.uk) within 30 days of the member commencing the absence.

Employer

Staff number/Post ID

Member surname

Member first name(s)

Address

Postcode

NILGOSC reference number

Occupation

Section of the Scheme at date break started

Main  50/50

Date member commenced a leave of absence from



### Reason for absence

- \*Authorised unpaid leave of absence of more than 30 days e.g. jury service on no pay or career break.
- \*Unpaid child-related leave of more than 30 days
- Reduced pay due to sick leave (remit employer contributions on the member's Assumed Pensionable Pay (APP) until they return to work, and ensure APP is included in cumulative pensionable pay totals for annual returns).
- Unpaid Sick Leave (move to main section of Scheme and continue to remit employer contributions and annual return figures 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.



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**Completed By**

Print Name (Authorised Officer)

Signature\*

Telephone Number/Extension Number

Date

Email Address

*\* By typing your name you are signing this form electronically. You agree that your electronic signature is the legal equivalent of your manual signature. You are also confirming that the information you have provided is accurate and complete, to the best of your knowledge and belief.*