

# Re-Employment Following a Break

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

Employer

Staff number/Post ID

Member surname

Member first name(s)

Member address

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Postcode	<input type="text"/>

Occupation

NILGOSC reference number:

Contribution rate

%

Annual pensionable pay

£

Date break started

Date break ended

Section of the Scheme at date break started

☐

Main

☐

50/50

Reason for break in employment (see overleaf)



If reason (1), (2) or (4), has the member been advised that they can pay Additional Pension Contributions (APCs) to buy pension for the period of absence?

☐ Yes ☐ No

If YES, please provide the member with a calculation of his/her lost pension. If NO, please advise the member of this immediately – this form must not be sent to NILGOSC until you have advised the member of their right to do this.

If the member elects to buy 'lost pension', please complete the employer's section of form LGS27B and forward to NILGOSC.

**Please note that if a member returns from a break under different working hours or weeks, form LGS25 must be returned with this form to advise NILGOSC of the change.**

### 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.*



**This form is to be used when an employee returns to employment after a break in service due to:**

1. Authorised Unpaid Leave of Absence of more than 30 days (e.g. jury service on no pay or career break). If a member elects to cover this period within 30 days of returning to work the cost of the APC contract is split  $\frac{1}{3}$  employee,  $\frac{2}{3}$  employer.
2. Unpaid child-related leave of more than 30 days. The member can make APCs in respect of the period within 30 days of return to work.
3. Reduced or Unpaid Sick Leave during which time employer's contributions are due in full on the member's Assumed Pensionable Pay.
4. Industrial action/strike.
5. Reserve Forces Service Leave.
6. Unauthorised Absence (no contributions can be paid).