

# Local Government Pension Scheme Leave of Absence



## Form LGPS-AB1

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Members of the East Sussex County Council Pension Scheme should use this form to let us know whether they wish to continue paying pension contributions after the first 30 days of a period of **unpaid** leave.

For maternity, paternity or adoption leave, please complete the maternity, paternity or adoption leave form, LGPS-MAT1.

Please complete Part A of this form [after a leave of absence](#), then pass to your employer to complete Part B.

<b>Part A. To be completed by the pension scheme member.</b>	
Full name	
National insurance number	
Payroll number	
Employer	
Department	

I understand that I am required to pay pension contributions for the first 30 days of my period of unpaid leave. For the remaining period of unpaid leave I would like to:

Please mark one box:

<input type="checkbox"/>	I wish to continue paying pension contributions after the first 30 days of my unpaid leave of absence.
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<input type="checkbox"/>	I do not wish to continue paying pension contributions after the first 30 days of my unpaid leave of absence. I understand that this will count as a break in service in respect of my pensionable service in the Local Government Pension Scheme.
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Date	
Signature of scheme member	

**After completing Part A please pass this form to your personnel department.**

<b>Part B. To be completed by the pension scheme member's employer.</b>	
Date leave of absence commenced	
Date of return to work	
If scheme member has left employment, date of leaving	
Date pension contributions paid to	

Date	
Authorising officer	
Telephone number	
Signature of authorising officer	

Employers should complete part B of this form after the period of absence has ended and return the completed form to:

Pensions, Business Operations, East F, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE

<b>Further information</b>
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Should you require further information, please refer to the employee's guide, available online at [www.eastsussex.gov.uk/pensions](http://www.eastsussex.gov.uk/pensions). Alternatively, you may contact the pension scheme administrators, ESCC at:

Pensions, Business Operations, East F, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE

Pensions helpline: 01273 337450

Email: [escc.pensions@sesharedservices.org.uk](mailto:escc.pensions@sesharedservices.org.uk)