

**Local Government Pension Scheme  
Maternity, Paternity or Adoption Leave**



**Form LGPS-MAT1**

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 during a period of unpaid maternity, paternity or adoption leave.

Please complete Part A of this form, [within 30 days of the end of a period of maternity, paternity or adoption leave](#), 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 continue paying pension contributions during my period of **paid** maternity, paternity or adoption leave, regardless of whether or not I intend to return to work.

For the remaining period of **unpaid** maternity, paternity or adoption leave:  
Please mark one box:

<input type="checkbox"/>	I wish to pay pension contributions in respect of any period of unpaid maternity, paternity or adoption leave.
<input type="checkbox"/>	I do not wish to pay pension contributions in respect of any period of unpaid maternity, paternity or adoption leave.

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 maternity, paternity or adoption leave commenced	
Date of return to work	
Period of paid leave – from/to	
Period of unpaid leave – from/to	
If scheme member has left employment, date of leaving	

Authorising officer	Signature	
	Print name	
Telephone number		
Date		

Employers should complete part B of this form after the period of maternity, paternity or adoption leave 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.eastsussexpensionfund.org](http://www.eastsussexpensionfund.org) 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)