



Notification of changes of the employee's return to work following an absence

Notification of a scheme member returning to work after leave of absence due to:

A trade dispute:

Unpaid leave of absence (authorised):

Unpaid leave of absence (unauthorised):

Employer:

Employee name (in full):

National insurance number:

Period of absence

Period of absence from:

To:

Have you told the member they can pay towards covering the 'lost pension' from an authorised absence via a shared cost additional pension contribution (SCAPC)?

Yes: No:

Please note, members wishing to use this option must choose to do so within 30 days of returning to work following the absence for this option to be available therefore must be given.

Number of unpaid days:

Unpaid period from:

Has the member chosen to pay additional pension contributions to cover the absence?

Yes: No:





Please note, members wishing to use this option must choose to do so within 30 days of returning to work following the absence for this option to be available therefore must be given.

Number of unpaid days:

Unpaid period from:

Has the member chosen to pay additional pension contributions to cover the absence?

Yes: No:

If yes, what was the amount of contribution paid:

If yes, were the contributions paid: Regularly: or by lump sum:

If contributions were paid regularly, from: To:

Declaration

Name:

Job title:

Date:

Signed:

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