



NOTIFICATION OF THE EMPLOYEE’S RETURN TO WORK FOLLOWING AN ABSENCE

Please refer to the Employer Guide before completing this form

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)

Name of: _____

Employer _____

Employee _____

National Insurance Number : _____

Period of Absence - from: ____/____/____ **to** ____/____/____

Have you informed the member they can pay towards covering the ‘lost pension’ from an authorised absence via an Shared Cost Additional Pension Contribution (SCAPC)? Please note members wishing to use this option must elect within 30 days of returning to work following the absence for this option to be available therefore must be given appropriate notice

- YES
- NO

Unpaid Days _____ Unpaid period from: ____/____/____

Has the member elected to pay Additional Pension contributions to cover the absence?
(authorised absences only).

- YES
- NO

If Yes - Amount of contribution Paid: _____

- Regularly :
- Lump Sum:

If Regularly: Start date ____/____/____

End Date ____/____/____

The Shropshire County Pension Fund is a Data Controller under Data Protection legislation. This means we store, hold and manage personal data in line with statutory requirements to enable us to provide pension administration services. The Fund has a memorandum of understanding which provides more information. To enable us to carry out our statutory duty, we are required to share information with certain bodies, but will only do so in limited circumstances. For more information about how we hold data, who we share it with and what rights scheme members have to request information from the Fund, please visit www.shropshirecountypensionfund.co.uk.

For Completion by Authorising Signatory:

Name: _____

Job Title: _____

Email: _____

Date: ____/____/____

Signed (by authorised signatory): _____

Please return this form to:

Pensions Services
Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
SY3 6ND

Or Send a scanned copy to:
pensions@shropshire.gov.uk