

## Confirmation of Employee Absence

### Please complete in BLOCK CAPITALS

#### Employee Details

Employee's Full Name: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

#### Type of Absence

Confirm type of absence and then provide dates in the section below. Please refer to your administration guide and ensure that your payroll provider does not deduct pension contributions for this type of absence.

Authorised Unpaid Leave                       Unauthorised Unpaid Leave

Industrial Action

#### Period of Absence

Date absence commenced \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Actual hours and TTO% at this date \_\_\_\_\_

Actual monthly salary that would normally have been paid had employee not been absent £\_\_\_\_\_

#### Return To Work

If member did not return to work please:

- confirm Last Day of Service \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
- complete and send notification of leaver form

If member did return to work please:

- confirm date of return to work \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
- confirm actual salary at this date £\_\_\_\_\_
- confirm actual hours and TTO% at this date \_\_\_\_\_

#### Declaration

On behalf of the employer/school named below I certify that I have completed this form fully and that I have arranged with my payroll provider for the correct pension contributions to be deducted from the employee's salary. In the case of authorised unpaid leave I confirm that the employee has been given the employee notes - "Authorised Unpaid Absence".

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Tel no \_\_\_\_\_

Job Title \_\_\_\_\_

Employer/School \_\_\_\_\_ Pension Fund \_\_\_\_\_