

Pensions Shared Service – Camden, Merton, Richmond, Waltham Forest and Wandsworth

Authorised Unpaid Absence – Guide for Employees

If you belong to the **Local Government Pension Scheme**, a period of authorised unpaid leave, unpaid parental leave or strike absence will reduce pension benefits, (and may affect existing protections within the scheme if you were a member of the scheme before 1 April 2014), unless you elect to purchase the lost pension.

To do this, you need to notify the Pensions Shared Service using the application form available on the national members' website where you will also find further information about how pension benefits may be affected.

If your absence was as a result of authorised unpaid leave or unpaid parental leave, and you elect to purchase lost pension within 30 days of returning to work, the cost is shared between you and your employer, with your employer meeting 2/3rds of the cost.

To complete the form, you will need to refer to the payslip(s) that show(s) the deduction for pay lost. The completed form should be submitted to the Pensions Shared Service either by post or by scanning a copy of the form and emailing it to pensions@wandsworth.gov.uk. On receipt of the completed form, the Pensions Shared Service will inform your employer or your payroll provider of the amount to deduct. Following this your payslip(s) will show the deduction(s) to confirm your notification has been processed.