APPLICATION FOR LEAVE OF ABSENCE (LA1)

Employee Name:		**Employee No.**	
Job Title:			
Service Area/School/Establishment:			
Date Commenced with Council:			

Date(s) Leave Requested:	**From:**		**To:**	

Please tick to confirm you are scheduled to work for the times requested ☐

Paid Leave

Absence Reasons	Payment/ Allowances	Times From:	Times To:	Reason/Relationship
Adoption - Introductory periods and Court Appearances	Paid time off to meet requirements of Adoption process			
Ante Natal ***[NB: No limit to the number of sessions]***	Up to 3hrs *(Per Session)*			
Bereavement Leave	See Policy			
Cancer Screening/Blood Donation /Bone Marrow/Platelets ***[NB: No limit to the number of sessions]***	Up to 3hrs *(Per Session)*			
Community Council elections	1 day pa			
Emergency admission to hospital (Close relative only)	Up to Max of a full day			
Fertility Treatment	5 days per IVF Cycle			
Jury Service	Unlimited			
Justice of the Peace	18 days pa			
Local Authority elections	5 days pa			
Maternity Support Leave	5 days			
Medical Appointment – Non Routine (Including disability related app)	Up to 3hrs			
Membership of a Community Council	6 days pa			
Member of a Local Authority	18 days pa			
Military Training	15 day pa			
Outside Bodies	6 days pa			
Presiding Officer/Poll clerk within CCBC	Paid leave			
Representing COUNTRY at Sport	5 days pa			
Standing for Election	15 days pa			
Other –Please specify				

For Unpaid Leave see overleaf

Unpaid Leave

UNPAID Leave Reasons	Payment/ Allowances	Times From:	Times To:	Reason/Relationship
Agent in elections	No Pay			
Identity Parades	No Pay			
Inclement Weather	No Pay			
Medical/Dental/Optician - General routine Appts	No Pay			
Representing COUNTY at sport	No Pay			
Unpaid Leave - (up to 2 weeks)	No Pay			
Witness at court – Not council business	No Pay			
Other – Please specify	No Pay			

Please Note
Employees who are in the Local Government Pension Scheme are reminded that periods of unpaid leave will impact on the final pension available when they retire. Employees have the option to buy back lost pension for periods of unpaid leave and the employer will contribute towards the cost of this provided you elect to do so **within 30 days** of your return to work from a period of unpaid leave. Further details are attached.
By signing the box below you confirm that you are aware of the implications of unpaid leave on your pension and have read the contents of the attached sheet providing further details. Please retain the attached sheet for your records.

Signature of Applicant:		**Date:**	
Line Managers Signature:		**Date:**	
Application Supported:	**Yes / No** ***If 'No' please state reason below***	**With Pay:**	**Yes / No**

REASONS FOR THE NON APPROVAL OF LEAVE OF ABSENCE

When completed this form must be forwarded to the HR Department, Ty Penallta. The employee should also be given a copy of the form if the request is not approved.

All iTrent Self Service Users must request all absences through self-service.

OFFICE USE ONLY	
Date actioned by HR on Trent	

The following information should be retained by the employee.

Local Government Pension Scheme Regulations 2013

I am writing to inform you that following your recent period of unpaid leave you have the option to buy back lost pension.

Shared Cost Additional Pension Contributions (SCAPCs) cover the amount of pension lost during periods of unpaid additional maternity, adoption and paternity Leave or periods of authorised unpaid leave. Shared cost means that the cost of buying the lost pension is shared between you and the Council, with the Council meeting 2/3rds of the cost, **if** you elect to repay within 30 days of your return to work. The maximum period of absence you can elect to buy back by a SCAPC is a period of 3 years.

You can pay these additional contributions in a one off lump sum or through regular payments from your pay. If however, the cost of these additional contributions is less than £20 the option to pay by regular deduction would not apply.

Please note that you do not need to buy lost pension if you are absent due to sickness and in a half pay or no pay, you are a new parent on a period of ordinary maternity, paternity or adoption leave and any period of **paid** additional maternity, paternity or adoption leave.

What are the implications of not buying back the amount of 'lost' pension as a result of unpaid leave?

If you do not opt to make a SCAPC payment, the period of absence will not count for pension purposes. This has some potential implications. For example, each day of absence:

- will marginally reduce the amount of pension to be added to your pension account.
- will, in some cases, extend by one day the date when a member who joined the Scheme before 1 October 2006 could retire before Normal Pension Age on an unreduced pension (i.e. add one day to the date on which a member's combined age and membership in the Scheme, both in whole years, add up to 85 (known as the "85 year rule").
- may, if you joined the Scheme prior to 1 April 2014, have a marginal impact on the final pay figure used in the calculation of your pre 1 April 2014 pension benefits should you leave within 12 months of the end of the period of unpaid leave or, in some cases, within 3 years of the end of the period of unpaid leave. Whether the final pay figure might be more or less than if you had paid contributions to enable the day to count will depend on your date of leaving and your level of promotions or pay rises, etc that occur after the unpaid leave and, in some cases, how these compare to your level of pay prior to unpaid absence.

By how much will the amount of pension credited to your pension account be less than it would have been had you not taken unpaid leave? How much will it cost to buy-it back?

You will have 'lost' pension equal to 1/49th of the pensionable pay you would have received had you not been absent (or half of that amount if you are in the 50/50 section of the Pension Scheme). If you want to buy-back the amount of 'lost' pension, the cost will depend on how old you are when you elect to buy it back and whether you are male or female.

What do I do now?

If, having considered this information, you wish to buy back the 'lost' pension you need to make a formal application to do so. You can do this by obtaining a formal quotation and generating an application form from the "How do I buy extra or 'lost' pension?" section of the LGPS2014 website at www.lgps2014.org.

To do this you will need to know the amount of pensionable pay that you 'lost' as a result of the unpaid leave and which section of the Pension Scheme you are in i.e. the main section or the 50/50 section. In order to find out how much pensionable pay you have 'lost', please contact Payroll on 01443 864910. Please note, Payroll will not be able to provide the figure if the absence hasn't been authorised by your Manager. If wish to buy back the

‘lost’ pension and you do not have access to a computer please contact Payroll on 01443 864910 and they will provide you with the relevant quotation and application form.

The application form should be signed and dated and forwarded either via email to either the Payroll 001 or 002 inbox or by post to Payroll, Caerphilly County Borough Council, Ty Penallta, Tredomen Business Park, Nelson Road, Ystrad Mynach, Hengoed, CF82 7PG and to the Greater Gwent (Torfaen) Pension Fund via email to pensions@torfaen.gov.uk or by post to GG(T)PF, 4th Floor, Civic Centre, Pontypool, NP4 6YB.

What if I am already paying extra pension contributions?

Please note that, regardless of whether or not you decide to pay SCAPCs to buy-back the pension ‘lost’ during the period of unpaid leave, any additional contributions you may already be paying to buy will continue to be collected from your pay.

- additional pension,
- added years of membership,
- previous part-time service
- pre 6 April 1988 membership for the purposes of counting towards the survivor’s pension payable to a co-habiting partner

If you are paying (Additional Voluntary Contributions (AVCs) for additional pension and the AVC deduction per pay period is a set amount then this will have been collected from your pay and the amount deducted will be unaltered.

If you are paying AVCs for additional pension and the AVC deduction per pay period is a percentage deduction, then you can choose to pay that percentage on the pay ‘lost’ during the unpaid leave.

If you are paying Additional Voluntary Contributions (AVCs) to provide additional life cover we have assumed that you would not wish the life cover to lapse and so will have deducted these contributions from your pay.
If you have any queries with regard to the contents of this letter, please contact the HR Department