

## Local Government Pension Scheme (LGPS) Child Related Leave – Pension Option Form

### Your Details

Surname:	<input type="text"/>	Forenames:	<input type="text"/>
Title:	<input type="text"/>	NI Number:	<input type="text"/>
		Employee No:	<input type="text"/>
Employer:	<input type="text"/>		

### Contributions Options – Please choose one of the following options

- Option 1** – I wish to pay additional pension contributions for my unpaid child related leave
- Option 2** – I wish to defer my decision about paying additional pension contributions until I return to work. (this option must be made no later than 30 days of your return to work)
- Option 3** – I do not wish to repay additional pension contributions and understand that I will not have this option again once the 30 days after my return to work have elapsed.

Signed:  Date:

### Frequently Asked Questions (FAQs)

Here are some useful FAQs and answers to help you reach a decision. We have also included a pension factsheet for your information. When completed please return this form to your HR Department.

#### Why have I been given this form?

This form has been given to you because you are taking a period of child related leave.

#### What effect will child – related leave have on my pension?

For any period of paid child-related leave, you will accrue 1/49<sup>th</sup> of assumed pensionable pay if you are in the main scheme or 1/98<sup>th</sup> of assumed pensionable pay if you are a 50:50 member.

For any period of unpaid child-related leave, you can elect to pay additional pension contributions to 'buy back' the "lost" pension. This election must be made within 30 days of returning to work. You will be expected to pay 1/3<sup>rd</sup> of the overall cost and your employer would pay the remaining 2/3<sup>rd</sup>.

This is called a Shared Cost Additional Pension Contract (SCAPC) and the pension it will purchase will be added to your pension account at the end of each financial year until the contract is completed.

#### I pay additional contributions, can these continue during my child related leave?

Yes, added years contributions and additional regular contributions (ARC) contracts must continue during this period. The payments will be collected immediately or shortly after your return to work. If you have an Additional Voluntary Contribution (AVC) contract you can choose whether to continue paying during your absence. Please let your employer know your decision.

**Local Government Pension Scheme (LGPS)  
Notification of Child Related Leave**

**To be completed by the employer**

**Employee Details**

Employer Name:	<input type="text"/>				
Employee Name:	<input type="text"/>				
Employee Number:	<input type="text"/>	NI Number:	<input type="text"/>		
Expected date of adoption/birth of child:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Last day of employment before leave begins:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Expected date of return to duty:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

**Certification**

I certify that the above named employee has given notice of their intention to return to work.

I attach form MA1 completed by the employee

Signed:	<input type="text"/>	Date:	<input type="text"/>
Position:	<input type="text"/>		
Contact Number:	<input type="text"/>		

**Once completed please return this form and form MA1 to:**

Cheshire Pension Fund,  
Cheshire West and Chester Council  
Council Offices  
4 Civic Way  
Ellesmere Port  
CH65 0BE

Telephone: 01244 976000  
Fax: 01244 972087  
Email: [pensions@cheshirewestandchester.gov.uk](mailto:pensions@cheshirewestandchester.gov.uk)

**Local Government Pension Scheme (LGPS)**  
**Confirmation of return to duty after Child Related Leave**

**Employee Details**

Surname:  Forenames:   
NI Number:  Employee No:   
Employer:

**Child Related Leave Details**

Inclusive dates of child related leave: From:  To:   
Dates of unpaid child related leave: From:  To:   
Has member returned to work?  Hours upon return to work:

**Certification**

I confirm that: (please tick one box)

- The employee has returned from child related leave, and has elected to pay additional pension contributions to cover the full period of **unpaid** leave.
- The employee has returned from child related leave, and has decided **not** to pay additional pension contributions for their period of unpaid leave.

Signed:  Date:   
Position:   
Contact No:

**Once Completed please return to:**

Cheshire Pension Fund  
Cheshire West and Chester Council  
Council Offices, 4 Civic Way  
Ellesmere Port  
CH65 0BE

Telephone: 01244 976000  
Fax: 01244 972087  
Email: [pensions@cheshirewestandchester.gov.uk](mailto:pensions@cheshirewestandchester.gov.uk)