

# Local Government Pension Scheme (LGPS)

## LG35: Buying lost pension due to absence form

(2021 v3)

This form is for you to complete if you are interested in buying back the lost pension due to your period of absence without pay - but you will need to get some information from your employer.

### What you need to do

1. You should complete SECTION 1 and return this form to your HR/Payroll department. They are required to provide you with the information set out in SECTIONS 2 and 3.
2. Your employer will then return the form to you so that you can complete the on-line lost pension calculator which can be found at: [www.lgpsmember.org](http://www.lgpsmember.org). You will need to click on the link '**Additional Pension Calculator**' at the foot of the page.
3. Click on '**Quote and apply**' in the '**Buy Lost Pension**' section to open the online calculator.
  - Complete '**Details for calculation (1) and (2)**' with your personal details and details of your period of absence. The information required to answer questions 3 to 6 should be provided by your HR/Payroll department and will be shown in SECTION 2 below.

**IMPORTANT** – if you are making your election more than 30 days after your return to work, then the '30 day override' tickbox should only be ticked if your employer has agreed to extend this period and pay 2/3rds of the cost.

- For questions 7 to 9, you will need to decide whether you want the payments to be made either by regular contributions over a certain number of years, **or** by paying a one off lump sum.
4. If you decide you want to proceed once you have obtained your quote, you will need to complete questions 10 to 14 ('Buy Lost Pension – Apply' section) with your personal details, print the application form available on-line and forward a copy to your HR/Payroll department.

### SECTION 1 – To be completed by the scheme member

Title:	First name:	Surname:
National insurance no:		Date of birth:
Employer:		Payroll ref:

Please note that if you want to buy back lost pension due to authorised leave of absence (other than due to trade dispute\*), your employer will meet 2/3rds of the cost **provided you make your election to do so within 30 days of returning to work** after the period of absence. If you make your election after 30 days you can still buy back the amount of lost pension but it will normally be at the whole cost to you (unless your employer voluntarily chooses to contribute towards the cost).

\* Buying back lost pension following a trade dispute is at the full cost to the member.

**You should now return this form to your HR / Payroll Department**

### SECTION 2 – To be completed by the employer

Period of absence from:	DD	MM	YYYY	to:	DD	MM	YYYY
Total lost pensionable pay during period of unpaid absence:	£						

**Reason for absence:** Trade Dispute  Authorised Unpaid Leave  Unpaid Additional Child Related Leave

**Section of the scheme:** Main section  50 /50 section

In cases where an election is made more than 30 days after returning to work, do you agree to extend the 30 day return to work period and pay 2/3rds of the cost? **YES**  **NO**

### SECTION 3 – Declaration by the employer

Name of administering authority:		
Employer:		
Completed by (full name)	Job Title	
Signed	Email Address:	Date

**Once you have completed SECTIONS 2 and 3, please pass this form back to the scheme member.**