



London Borough  
of Hounslow



## Buying back pension following absence from duty

Full name .....

National Insurance number .....

Payroll number .....

Reason for absence  Strike  Maternity/paternity/adoption  Authorised unpaid leave

### Absence from work on no pay

For some types of absence, the pay you would have got if you weren't absent is used to calculate your pension. This is called **assumed pensionable pay**.

For other types of absence, you will need to pay extra contributions if you want to buy back the pension you have 'lost'.

You have been given this form as you have had a period of absence at least some of which is not covered by assumed pensionable pay.

These are the details.

The period       to       is not covered by assumed pensionable pay and won't count towards your pension unless you buy **additional pension contributions** (APCs).

3. The pay you lost for the period you didn't pay contributions is £.....

Signed..... (Authorised officer)

## What to do next if you want to buy back this lost pension

Visit [www.wypf.org.uk/buybackpension](http://www.wypf.org.uk/buybackpension) to get an APC quote. This will guide you through the process of getting a quote to buy back pension and making an application. Please note payments can be made either by

- lump sum or,
- regular payments, but only if the monthly payment is £10 or more.

If the absence is due to strike you will have to pay the full cost yourself. For any other authorised absence (not strike), if you elect and return the forms within 30 days of your absence your employer will pay two thirds of the cost. If you return the forms after 30 days, you will pay the full cost.

To go ahead, return the following to me (your employer) with:

- this 'absence' form, and
- the APC application form for Lost Pension (obtained from the online calculator).

**YES. I want to pay additional pension contributions (APCs) and have attached my application form.**

Signed..... Date .....

# Employer use only – notification to WYPF

- The above member has chosen to pay APCs to cover the period of absence
- I have checked the application to ensure it covers the lost pensionable pay for the absence.
- The member wants to pay by

**Regular payroll deductions** (the monthly amount is more than £10)

Payments will be made as follows:

£..... per month/per week/per 4 week

from 

--	--	--	--	--	--

 to 

--	--	--	--	--	--

**Lump sum payroll deduction**

The lump sum deduction of ..... will be/has been made on 

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**Lump sum direct payment**

Please arrange to invoice the member for the payment due

- Any shared cost APCs will also be deducted as necessary.
- I enclose a copy of the members APC application

**Signed (authorised officer)**..... **Date** .....