

Local Government Pension Scheme

Form - Final Pay

This form should be used by East Sussex Pension Fund employers to calculate a member's final pensionable pay figure in the past 365 days from leaving.

Member name	
Employer	
Date of leaving	

Final Pay calculation

Final Pay Period	Date from	01/04/2024	Date to	31/03/2025
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Section A – Basic Salary

Date from	Date to	FTE Annual Salary	Appropriate fraction (months and days)	Total

Total A	
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Section B – Pensionable additions (Bonus, Contractual Shift Allowance etc)

Date from	Date to	FTE Annual Salary	Appropriate fraction (months and days)	Total
				£
				£
				£

Total B	£
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Section C – One-off /fluctuating pensionable payments*

Honoraria	£
Sleep in duty	£
Stand by duty	£
Other (please specify)	£
Total C	£

*Figures should be total amount paid to member in Final Pay period (therefore some adjustment may be required at beginning and end of Final Pay period if it is not in complete months)

Total Final Salary (A + B + C)	
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How to calculate final pay where a member has less than a year's membership

1. Take the full-time pensionable pay received up to the point of leaving.
THEN
2. Divide that figure by the number of days worked during the final pay period.
THEN
3. Scale up that figure by 365.

Example

Matt has only been in your employment for 198 days. To calculate final pay, you would take the full-time pensionable pay received for that period and divide by 198×365 . If Matt had earned £10,000 up to point of leaving, his Final pay would be: $\text{£}10,000 / 198 \times 365 = \text{£}18,434.34$.

If the member has only received one pay rate during the period, then simply use the full time pay figure.

Name of Authorised signatory	
Signed	
Date	
Position	
Email	
Telephone number	