

## Child-related leave



If an employee who is a member of the LGPS is absent from work due to:

- ordinary maternity leave
- ordinary adoption leave
- paternity leave
- paid shared parental leave
- paid additional maternity or additional adoption leave

the employee will pay pension contributions on any pay received during the period of approved paid absence.

The employer must pay pension contributions on the amount of Assumed Pensionable Pay (APP) they have calculated for the period of relevant child-related leave. This means that employer contributions continue to be paid at a level similar to what they were before the child-related leave started (i.e. employer contributions do not reduce even though employee contributions do).

The APP figure that the employer pays contributions on must be included in the cumulative pensionable pay figure for the member that is provided in the returns submitted to East Sussex Pension Fund. This is so that the member's pension benefits are not adversely affected.

The employer does not automatically have to pay contributions for any period of **unpaid** additional maternity or adoption leave or unpaid shared parental leave – this is treated as approved unpaid leave of absence – see separate factsheet on authorised unpaid leave.

If the employee is in the 50/50 section of the scheme and goes on to no pay during ordinary maternity leave, ordinary adoption leave or paternity leave, the employee must be moved back into the main scheme from the beginning of the next pay period if they are still on nil pay at that time.

If an employee is not entitled to receive any maternity pay the employer must still calculate an APP figure for the period of ordinary maternity leave (weeks 1-26) and must pay employer contributions on the amount of APP they have calculated.

## **Absence due to child-related leave - Actions for the employer**

- Ensure correct employee and employer pension contribution amounts are being paid to East Sussex Pension Fund.
- Notify the employee that they have the right to buy back pension lost during any unpaid additional maternity or adoption leave or unpaid shared parental leave and that if they elect to buy back the pension within 30 days of their return to work then the employer will pay 2/3rds of the cost.
- Send form LGPS 5B to notify the Fund that the employee has started a period of child-related leave.

[LGPS 5B - Notification of amendments form \(eastsussexpensionfund.org\)](https://www.eastsussexpensionfund.org)

Editable version - [LGPS 5B - Notification of amendments form \(eastsussexpensionfund.org\)](https://www.eastsussexpensionfund.org)

- Send form LGPS 5B again to notify the Fund when the employee returns to work.

## **Other information**

LGPS member website – [If you are away from work](#)

LGPS full scheme guide (page 54) – [Leave of absence and the LGPS](#)

## **Further support**

Email: [employer.engagement@eastsussex.gov.uk](mailto:employer.engagement@eastsussex.gov.uk)

This factsheet is one of a series produced to support employers with processing key tasks.



**Employer Toolkit...**

Pointing you in the right direction

You can view the full employer toolkit at:

[Employer Toolkit | East Sussex Pension Fund](#)