

Local Government Pension Scheme

Form - Assumed Pensionable Pay (APP)

East Sussex Pension Fund employers can use this form to calculate a member's APP figure when they are on long term sick leave or certain parts of child related, and forces leave.

Please note employees pay contributions on their pensionable pay but employers pay contributions on the Assumed Pensionable pay (APP)

Member name	
Employer	
Date of leaving	

Assumed Pensionable Pay (APP) information – monthly paid

Relevant Event: Date member's pay first reduced (i.e. went from full pay to reduced pay)	
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Please provide monthly pay for the three whole months prior to relevant event date stated above.

Month		£
1		£
2		£
3		£

Calculate the average of the 3 above	APP monthly figure £
X12 annual figure	APP annual figure £

Helpful Tip!

Consider any lump sum payments made in the last 12 months before the pay period in which APP first applies. Decide whether those lump sum payments are regular. A lump sum is classed as regular if you would expect it to be paid on a regular basis.

Regular lump sums should be added to the yearly figure. Any lump sums that are not regular should be ignored.

Assumed Pensionable Pay (APP) information – weekly paid

Relevant Event: Date member's pay first reduced (i.e. went from full pay to reduced pay)

Please provide weekly pay for the last twelve whole weeks prior to relevant event date above. If 12 complete weeks' pay does not exist, use whatever number of complete periods are available.

Week	£
1	£
2	£
3	£
4	£
5	£
6	£
7	£
8	£
9	£
10	£
11	£
12	£

Calculate the average of the 12 weeks above*	£
X 52 annual figure	APP annual figure £

* If the average pensionable pay for the 12 weeks before the relevant event is, in the opinion of the employer, materially lower than the level of pensionable pay that member normally receives, then the Scheme employer may substitute a higher figure. In doing so, the employer must have regard to the level of pensionable pay the member received in the last 12 months.

Helpful Tip!

Calculate the average of the pensionable pay for the 12 complete weeks before the relevant event:

- after removing any pensionable lump sum payments• including any APP previously credited in and relating to those pay periods
- ignore any reduction in pay due to a trade dispute or authorised absence
- if arrears of pay are paid in the 12-week period, some or all of which relate to an earlier period, the back pay can be treated as a non-regular lump sum payment and removed from the calculation

Name of Authorised signatory	
Signed	
Date	
Position	
Email	
Telephone number	