

Local Government Pension Scheme – Bedfordshire Pension Fund

**Form** **AUL1**: First notice of employee going on authorised unpaid leave

*It is the employer’s responsibility to tell the employee that they have the right to buy back pension lost during any authorised unpaid leave, and to tell them that if they elect to buy back the pension within 30 days of their return to work the employer will pay two thirds of the cost.*

*When the employee returns to work, the employer must complete form* ***AUL2.***

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| LGPS Member Details | | |
| Name |  | |
| Payroll number |  | |
| National Insurance Number |  | |
| Job Title |  | |
| Date authorised unpaid leave started | |  |
| Expected date of employee’s return to work | |  |

|  |  |
| --- | --- |
| This form has been completed on behalf of the employer by: | |
| Name |  |
| Contact Number |  |
| Signature |  |
| Date |  |