Local Government Pension Scheme – Bedfordshire Pension Fund

**Form** **CRL1** : Notice of employee going on child-related leave

(Maternity / paternity / adoption / shared parental leave)

*It is the employer’s responsibility to notify the employee of their right to buy back pension lost during any unpaid additional child-related 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 2/3rds of the cost.*

*When the employee returns to work, the employer must complete form* ***CRL2.***

|  |
| --- |
| LGPS Member Details |
| Name |  |
| Payroll number |  | National Insurance number |  |
| Job title |  |
| Monthly rate of assumed pensionable pay (APP)\* | £ |
| Start date of child-related leave |  |
| Expected end date of ordinary child-related leave\*\*  |  |
| Expected dates of paid additional child-related leave (if applicable)  | From: To:  |

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

Please send completed forms to: pensions@bedford.gov.uk

\* For periods when the employee is on relevant child-related leave, the employer needs to calculate APP. The employer pays contributions on APP. More information is available in the guide ‘Periods of Absence and the LGPS’, available at [www.bedspensionfund.org/employers/pensions\_forms\_for\_employers.aspx](http://www.bedspensionfund.org/employers/pensions_forms_for_employers.aspx)

\*\* 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/adoption leave (weeks 1-26) and pay employer contributions on the

 amount of APP they have calculated.