



Notification of employee's return to work following an absence

Employer:

Full name of employee:

Notification of a scheme member returning to work after a leave of absence due to:

A trade dispute:

Unpaid leave of absence (authorised):

Unpaid leave of absence (unauthorised):

Period of absence

Period of absence from: to:

Declaration: I confirm that I have told the member they can pay towards covering the 'lost pension' from a Qualifying Additional Pension Arrangement (QAPA). [You can download the QAPA calculator on the LGPS' Employer guides and documents webpage.](#)

Name: Yes:

Members wishing to use this option must make an election within 1 year of returning to work, or a longer period if allowed by the employer.

Unpaid Days: Unpaid period from:

Has the member chosen to pay extra pension contributions to cover the absence?

Yes: No:



Go online

Find out more and view our Employer Guide at:

www.shropshirecountypensionfund.co.uk



Call us

01743 252130



Email us

Please use our online contact form



Write to us

Pensions, PO Box 4826
Shrewsbury SY1 9LJ



If yes, is this by lump sum or regular contribution deductions over a number of years?

Lump sum

Amount:

Date paid:

Regular contributions

Amount:

Start date:

Declaration

Name:

Job title:

Email address:

Date:

Signed:

Please return this form using i-Connect document upload.

See the [i-Connect guide](#) on our website for further details.

The Shropshire County Pension Fund is a data controller under data protection legislations. This means we store, hold and manage personal data in line with statutory requirements to enable us to provide pensions administrations services. The fund has a memorandum of understand which provides more information. To enable us to carry out our statutory duty, we are required to share information with certain bodies but will only do so in limited circumstances. For more information about how we hold data, who we share it with and what rights scheme members have to request information from the fund, please visit <https://www.shropshirecountypensionfund.co.uk/>.

April 2026



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