



Notification of maternity, adoption, or additional paternity absence

Full name:

Address:

Postcode:

Personal Number:

National Insurance Number:

Employer:

Reason for absence:

Date absence began:

Date returned to work:

Have you informed the member that they can pay towards covering the 'lost pension' from a Qualifying Additional Pension Arrangement (QAPA).

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.

This option is only available for absences of 15 days or more that started on the 1 April 2026 or later.

The member also needs to be in the same employment that they were in when they took the unpaid leave.

Yes:

No:

Unpaid Days:

Unpaid period from:



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



Has the member elected to pay Qualifying Additional Pension Arrangement contributions?
(authorised absences only). [You can download the QAPA calculator on the
LGPS' Employer guides and documents webpage.](#)

Yes:

No:

Has the member elected to pay extra contributions by lump sum or regular contribution
deductions over a number of years?

Lump sum

Amount:

Date paid:

Regular contributions

Amount:

Start date:

For completion by Authorising Signatory

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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