

**FALKIRK COUNCIL PENSION FUND
LOCAL GOVERNMENT PENSION SCHEME
NOTIFICATION OF CHANGE IN CIRCUMSTANCES**

Form S4

Please complete this form where a scheme member is affected by any of the events/changes listed below.

If a scheme member changes post/job and their *annual full-time rate of pensionable pay* (see note 5 overleaf) remains the same or increases please **DO NOT** complete this form. Instead, please complete form S4A.

If there has been a change of post that results in a reduction in the *annual full-time rate of pensionable pay* (see note 5 overleaf) please **DO NOT** complete this form. Instead, please complete forms S10 and S22 in respect of the old post and form S1 for the new post.

If there has been a change to an employee's personal details, these should be advised to the Pensions Section using the form **NOTIFICATION OF CHANGE TO PERSONAL DETAILS** available from www.falkirkpensionfund.org/about-us/forms-and-publications.aspx

Employee Details

Name _____ Superann. No. _____
 Employer _____ Payroll No. _____
 Post No. _____ NI No. _____

Events (See Notes overleaf)	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Arrears of Contributions	Paid? Yes <input type="checkbox"/> No <input type="checkbox"/>
1. Unpaid Maternity / Adoption / Paternity* Leave <small>* Delete as appropriate</small>	_____	_____	£ _____	
2. Unpaid Leave of Absence (Authorised) (this relates to a period in excess of 30 days)	_____	_____	£ _____	
3. Unauthorised Leave	_____	_____		
4. Industrial Action	_____	_____	£ _____	

Changes to above Post No. (See Notes overleaf)	Effective Date (dd/mm/yyyy)	From Value	To Value
5. Reduction in <i>annual full-time rate of pensionable pay</i> <small>(Important - before completing this item please see Note 5 overleaf)</small>		£ _____	£ _____
6. Change of Hours (see note below)			
a) Change in level of Fixed working	_____	_____ %	_____ %
b) Change from Fixed to Variable working	_____	_____ %	_____
c) Change from Variable to Fixed working	_____	_____	_____ %

For c) only, please state the number of hours worked in the current year to the date of change. _____

Note:
"Fixed" includes any working arrangement where the employee works a fixed percentage of full-time, e.g. 100.00, 50.00.
"Variable" includes any working arrangement where the employee has no fixed hours and/or weeks of employment.

The person signing this form is certifying that, to the best of their knowledge, the information provided above is accurate and correct.

Please send the completed form to the Pensions Section, Falkirk Council.

Completed By:	Designation:
Email:	Telephone No:
Signed:	Dated:

FORM S/4 GUIDANCE NOTES

1. Maternity Leave

During any period of paid maternity, paternity or adoption leave (including any period when only statutory pay is received); and any unpaid maternity or adoption leave during the 26 week Ordinary Maternity leave / Ordinary Adoption leave period; LGPS benefits will continue to build up as if the employee were working normally on full pay. The employee must continue to pay pension contributions on the actual pay, if any, received.

However, any period of unpaid maternity or adoption leave beyond the 26 week Ordinary Maternity leave / Ordinary Adoption leave period and any period of unpaid paternity leave will not count for pension purposes unless the employee has the right to return to work, in which case the employee can choose to pay back pension contributions for the unpaid period to make it count. The cost of paying back (Contribution Arrears) based on the last rate of pay received ignoring any increase in pay due to working a Keep in Touch day.

2. Unpaid Leave of Absence (Authorised)

Use this form to tell us about any periods of authorised unpaid leave of absence in excess of 30 days. **You must collect contributions in respect of the first 30 days** of any period of unpaid leave of absence. We therefore do not need to be advised of any periods of less than 31 days.

In many cases the period of leave may be short and you will be able to notify us of the full period on one form. However, if the leave covers a longer period you should advise us using this form when the leave starts and then when the leave ends, use this form to advise the leave and contribution details.

At the end of the leave, the employee will be given the opportunity to buy back the period of unpaid leave in excess of 30 days. Please therefore advise us of the contribution arrears for the **period in excess of 30 days**. When calculating these arrears, base your calculation on the pay that the member would have been receiving but for the leave of absence.

3. Unauthorised Leave

Use this form to tell us about any periods of unauthorised leave.

This will be treated as a break in membership with no opportunity being given to repay the contributions.

4. Industrial Action

LGPS members can elect to pay an extra contribution in order to buy back any days lost through industrial action. The cost of doing this is 16% of lost pay. It is the employer's responsibility to make sure that members are made aware of this right to buy back and to recover those contributions if the employee so elects.

Employers should maintain a record of:

- a) the dates on which industrial action took place;
- b) the amount of pay lost in respect of each period of absence;
- c) elections by members to buy back periods of industrial action; and
- d) evidence that members have been advised of the right to elect to buy back strike days.

Use this form to tell us about any periods of absence due to industrial action for small numbers of employees. Regardless of the number of employees to be reported, you may find it more convenient to use the template spreadsheet "[Strike - Notification form Feb 2014.xltx](#)" and associated guidance "[Strike - Employer Guidance Feb 2014.pdf](#)", which are available from www.falkirk.gov.uk/pensions.

5. Annual full-time rate of pensionable pay

This will be the same as the pay used to determine the employee's contribution rate and will include all pensionable pay elements as calculated per SPPA guidance. If the employee is a term-time employee please do not pro-rate the value based on the number of weeks.

Please do not complete this item if the reduction is the result of the withdrawal of a temporary addition to pay such as acting up allowance or higher duties payment.

If there has been a reduction in this pay figure the employee can apply to you for a certificate of pension protection or you may decide to issue the certificate. You may find it useful to review the content of the "Reduction in Pay" documents, which are available from www.falkirk.gov.uk/pensions.