**Unpaid Leave – How will this affect my Pay and Pension?**

For each period of unpaid leave, a deduction will be made to pay which will be based on the total number of hours lost for that period.

Whilst on unpaid authorised leave of absence, neither the employee nor the Council will pay pension contributions. As such the employee will not build up a pension during this period.

When the employee returns to work, if they would like to buy the pension “lost” while on no pay they can do so through an Additional Pension Contribution (APC) contract. The cost of the APC contract can be split between the employee and employer **provided they elect to buy the “lost” pension within 30 days of returning from leave of absence**. This is known as Shared Cost APC and the employer pays 2/3rd of the cost while the employee pays 1/3rd.

If the employee elects after the 30 day period, they will need to meet the full cost of the APC contract. APCs can be paid over a period of time or as a one off lump sum.

To investigate Shared Cost APC contract an application form is required to be completed by the employee which can be obtained at [www.nespf.org.uk](http://www.nespf.org.uk).

For periods of unpaid leave which exceed 90 days, annual leave entitlement will be recalculated based on the number of days lost, this will not be less than the statutory minimum annual leave entitlement.