

## **Guidance for members of the Research Councils' Pension Scheme**

Date: 8 August 2016

### **Changing Working Patterns Special leave, Maternity, Paternity and Adoption leave, Parental leave and Time off for dependants**

Type of Guidance	Fact Sheet (CWP 5)
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#### **Overview**

This fact sheet is part of a set of fact sheets that provide you with a guide to changes in working patterns together with information about how these changes could impact on your pension. The impact on your pension may vary depending on what scheme you are in.

**Note:** Any change in working patterns or breaks in service need to be agreed with your employer.

This fact sheet provides information with regard to understanding how changes to your personal circumstances and working times affect the way in which your pension benefits are affected.

#### **Special leave**

If I need to take additional leave due to personal circumstances – how does this affect my pension?

If your additional leave is agreed as paid leave, your pensionable earnings during this leave will be your normal rate of pay. You will continue to pay pension contributions during your absence; they will be worked out as a percentage of the actual pay you receive. This will be the appropriate contribution rate for whichever scheme you are a member of.

#### **Paid and unpaid special leave**

Classic, classic plus and premium - Paid special leave counts towards your reckonable service. Unpaid special leave does not.

Nuvos - If your absence is paid you will continue to build up pension based upon pay.

#### **Maternity, Paternity and Adoption Leave**

Classic, Classic Plus and Premium - Paid Paternity leave may allow a father to take paid time off work when their child is born or one member of an adoptive couple to take paid time off work when their new child starts to live with them.

All paid maternity, paternity and adoption leave and any unpaid 'ordinary maternity' and

'ordinary paternity' leave counts towards your reckonable service so it will not affect your pension.

Any unpaid additional maternity or adoption leave does not count towards your reckonable service, so it will not count towards your pension. If your absence is paid you will build up pension on your pay for nuvos.

**Parental leave**

Classic, Classic Plus and Premium - Parental leave allows parents to take time off to look after a child or make arrangements for the child's welfare.

Parental leave is normally unpaid and does not count towards your reckonable service, so it does not count towards your pension.

Nuvos - You build up pension on your pay for nuvos, so if your absence is unpaid it will not count towards your pension.

**Time off for dependants**

Classic, Classic Plus and Premium - Time off for dependants allows employees to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer-term arrangements.

Unpaid time off for dependants does not count towards your reckonable service and will not count towards reckonable service.

Nuvos - You build up pension on your pay for nuvos, so if your absence is unpaid it will not count towards your pension.

**Other Fact Sheets in this series are:**

**Working Patterns**

How your pension is worked out (CWP1)

Part-time, term-time and seasonal working (CWP2)

Flexible and shift working (CWP3)

**Different Kinds of breaks**

Career breaks (CWP4)