

## Pensionable Pay And Allowances

### Personal Details

<b>Members Name</b>	<input type="text"/>		
<b>NI No.</b>	<input type="text"/>	<b>Pay Ref</b>	<input type="text"/>
<b>Last day of service or date of death</b>	<input type="text"/>	<b>Council Location</b>	<input type="text"/>

Total pensionable earnings for the last full scheme year (1 April to 31 March) if not already notified to JSS

£

Total pensionable earnings for the last part scheme year i.e. from 1 April to last day of service

£

### Notes

If a member is on unpaid leave they will generally not earn pensionable earnings for that period, however there are exceptions. Members may be paid a reduced rate of pay, or no pay, but their Nuvos pensionable earnings should be recorded at the rate they would have been. This is called 'assumed pay' and may arise in the following circumstances (although this is not an exhaustive list)

- Sick leave on reduced pay (eg half pay but NOT sick pay at pension rate)
- Ordinary maternity leave or in receipt of statutory maternity pay
- Paternity and ordinary adoption leave
- Service in the Reserve Forces, which is pensionable in the RCPS
- Where pay is abated upon re-employment after early retirement

Therefore, in these circumstances you will need to ensure that you are able to supply JSS with the pensionable earnings which will incorporate an element of 'assumed pay'

### Verification

I certify the pay totals shown above are correct.

**Authorised signatory** ..... **Date** .....

**Print Name** .....

Please return completed form to:

JSS Pensions Administration

Polaris House North Star Avenue Swindon Wiltshire SN2 1UY