

# Notification of Non - Reckonable Absences

This form should be completed and submitted to JSS each time a member has unpaid absences of half a day or more

## Notes for completion

If somebody has one day, or a short period, of non-reckonable absence this form should be completed and sent to JSS immediately for processing. When somebody goes on a long term non-reckonable absence, e.g. unpaid leave, sick pay at pension rate or a career break, one form showing the start date of the absence should be sent to JSS at once. A second form showing the cessation date of the absence should be sent when the member returns.

<b>Full Name of Member</b>	<input type="text"/>		
<b>Employer</b>	<input type="text"/>		
<b>Location</b>	<input type="text"/>		
<b>NI No.</b> (or if unavailable date of birth)	<input type="text"/>	<b>Staff Number</b>	<input type="text"/>

<b>Long term Absence</b>	from <input type="text"/>	to <input type="text"/>	<b>Returned</b> Full time/Part time.....hrs
<b>Please give reason for absence</b>	<input type="text"/>		

<b>Short term Absence</b>	from <input type="text"/>	to <input type="text"/>
<b>Please give reason for absence</b>	<input type="text"/>	

<b>Authorised Signatory</b>	<input type="text"/>
<b>Print name</b>	<input type="text"/>
<b>Date</b>	<input type="text"/>

## JSS USE ONLY

<b>No. of days</b>	<input type="text"/>	<b>Decimalised</b>	<input type="text"/>
<b>Entered by</b>	<input type="text"/>	<b>Date entered on computer</b>	<input type="text"/>

Please return completed form to:

JSS Pensions Administration

Polaris House, North Star Avenue, Swindon, SN2 1UY