

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.

Full Name
of Member

Employer

Location

NI No.
(or if unavailable
date of birth)

Staff
Number

Long term
Absence

from

to

Returned

Full time/Part time.....hrs

NB. For JSS purposes, start/end dates should not fall at the weekend

Please give reason for absence

Short term
Absence

from

to

NB. For JSS purposes, start/end dates
should not fall at the weekend

Please give reason for absence

Authorised
Signatory

Print name

Date

JSS USE ONLY

No. of days

Decimalised

Entered by

Date entered
on computer

Please return completed form to:

JSS Pensions Administration

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