

**This form should be submitted via i-Connect (NCC send to PenDocs)**

**(Employers not yet onboarded, post paper copy to:  
Norfolk Pension Fund, County Hall, Martineau Lane, NORWICH, NR1 2DH)**

<b>Name of Employer</b>	<input type="text"/>		
<b>Member's Full Name</b>	<input type="text"/>		
<b>NI Number</b>	<input type="text"/>	<b>Payroll Ref</b>	<input type="text"/>

<b>Family Leave</b>			
<b>Type of Leave</b>	<input type="text" value="Maternity / Adoption"/>	<b>Date Leave Commenced</b>	<input type="text"/>
<b>Date 'Unpaid Period' of Leave Began</b>	<input type="text"/>	<b>Date 'Unpaid Period' Ceased</b>	<input type="text"/>
<b>Date Returned to Work</b>	<input type="text"/>	Please attach SR108 if received from employee	

<b>Unpaid leave of absence (including paternity leave)</b>			
<b>Date 'Unpaid Period' of Leave Began</b>	<input type="text"/>	<b>Date 'Unpaid Period' Ceased</b>	<input type="text"/>
<b>Date Returned to Work</b>	<input type="text"/>	Please attach SR108 if received from employee	

<b>Declaration</b>			
I confirm I am authorised to complete this form on behalf of an Employer participating in the Norfolk Pension Fund.			
Wet signature if paper copy otherwise input your email address in the 'Signed' box:			
<b>Signed</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>Contact Name</b>	<input type="text"/>	<b>Telephone</b>	<input type="text"/>

## NOTES TO HELP EMPLOYERS COMPLETE NOTIFICATION OF UNPAID LEAVE

(Please also refer to your Employers Pension Handbook)

**Form B should be used to tell us about:**

- periods of unpaid family leave
- unpaid leave of absence

**Please send us this form within a month of the relevant change taking place. (If the employee does not return their form SR108 within 30 days of return to work, assume they do not wish to pay the voluntary contributions.)**

**Option to Pay Contributions Form – SR108 should be given to employee, so they can make their option.**

**Family Leave:** please let us know the dates of any period of “unpaid” family leave. The voluntary contributions payable should be based on the pay rate received on the last day of paid leave. (This might be SMP, OMP, SAP, or OAP.)

**Unpaid Leave of Absence:** Enter the dates of any unpaid leave. The period concerned won't count for pension purposes unless they pay.

You should continue to collect any additional contributions during unpaid leave, whether or not the member opts to pay the basic contribution. Additional contributions are compulsory during any unpaid leave so you should collect as normal. There's no need to tell us.

**Industrial Action/Strikes:** See “Absence due to Trade Dispute” Guide for details of members' options etc. Use spreadsheet SR76A to advise of all periods of absence due to Industrial Action

**Sign and date the form:**

If you're not authorised, get it signed by an authorised colleague.

**If you need any help filling in this form, please ring us on: 01603 495923**

**This form should be submitted via i-Connect (NCC send to PenDocs)**

**(Employers not yet onboarded, post paper copy to:  
Norfolk Pension Fund, County Hall, Martineau Lane, NORWICH, NR1 2DH)**