



## **Pension arrangements during maternity, adoption, paternity/partner and shared parental leave**

### **Normal contributions – paid leave**

If you're a member of a pension scheme and you receive University pay or statutory pay, you'll pay normal contributions for periods of paid leave only, based on the amount of pay which you actually receive. Periods of paid leave will count in full as pensionable service.

The University will pay the balance of the member contributions and the full employer contribution, based on the salary you would've received if you hadn't been absent.

### **Normal contributions – maternity allowance**

If you're not entitled to University maternity pay or SMP and you're claiming Maternity Allowance, the University will pay the full contributions (employer or employee) to the pension scheme for the 39 weeks.

### **Maintaining contributions – unpaid leave**

**PAS/USS members** – If you stop paying contributions at the end of your paid leave, your membership will be suspended and this period won't count as pensionable service. You won't be treated as having left the scheme unless you don't come back to work at the end of your leave.

On your return from leave you may choose, with the University's consent, to pay additional contributions to make sure that all the periods of leave will count as pensionable. The University will also pay any employers contributions for this period of service. You must contact the Pensions department on 0113 343 4139 within 3 months of your return to work if you wish to maintain contributions.

If you're paying added years AVC contributions, you'll need to maintain ordinary member contributions and added year AVC contributions for the period of unpaid leave, otherwise your AVC contract will be deemed to have ended.

**NHS members** – You're obliged to continue with your contributions during unpaid leave periods and the University will continue to pay the employers contributions.

**DC Plan members** – On return from leave you can, with the University's consent, pay additional contributions to cover the period of unpaid leave. The University will also pay any employers contributions for this period.

You'll need to contact the Pensions department on 0113 343 4139 within 3 months of your return to work if you wish to maintain contributions.

### **Not returning to work**

If you tell the University that you don't intend to return to work, the last day of your scheme membership will be the date your employment ends. Pensionable salary and pensionable service will not include any periods of unpaid leave.

### **Death in service benefits**

**PAS, USS or NHS** - a death in service lump sum and dependant's pension benefits would still apply to you while you're on leave. Benefits would be payable based on the rate of pay

which would have applied if you hadn't been absent from work. Any period of suspended membership won't count towards pensionable service in the calculation of the dependant's pension.

**DC Plan** - a death in service lump sum would still apply to you while on leave. The lump sum would be based on the rate of pay which would have applied if you hadn't been absent from work.

For further guidance on Pension arrangements during leave, please contact the Pensions department on 0113 343 4139.