



# MC CLOUD AND THE RECORDING OF BREAKS IN LGPS MEMBERSHIP

Service break data (post 31 March 2014 only) is required for all periods of authorised unpaid leave, trade disputes (regardless of whether APCs (Additional Pension Contributions) have been purchased for these periods) and unauthorised leave. **Any unpaid absence due to sickness or injury is not recorded as a break in membership.**

## Authorised Unpaid Leave (Category: A):

- **Maternity Leave:**

Where a member enters into a period of unpaid Additional Maternity Leave, which usually happens when the 39 weeks SMP (Statutory Maternity Pay) expires (generally from week 40 to week 52, but may start from week 27), a **maternity break, only for the period of nil pay, must be recorded.**

*'KIT' day(s):*

*Where a KIT (Keeping in Touch) day is taken during a period of unpaid maternity leave, the unpaid maternity pay break must be recorded up to the day before the KIT day(s) were taken and a new break recorded from the day after the KIT day(s) were taken.*

- **Adoption leave:**

Where a member enters a period of unpaid Adoption Leave after 39 weeks (generally from week 40 to week 52, but may start from week 27), a **break in membership only for the period of nil pay, must be recorded.**

- **Shared Parental Leave:**

Where a member enters a period of unpaid Shared Parental Leave, a **break in membership must be recorded for that unpaid period.**

- **Parental Bereavement Leave:**

Where a member is on a period of unpaid Parental Bereavement Leave, a **break in membership must be recorded for that unpaid period.**

- **Other periods of authorised unpaid leave:**

Where a member chooses to take a period of authorised unpaid leave e.g. a sabbatical, career break, etc. a **break in membership must be recorded.**

## Absence due to trade dispute (Category: B):

- **Absence due to Trade dispute:**

Where a member was involved in a Trade Dispute e.g. strike day(s), a **break in membership must be recorded.**

## Unauthorised Leave (Category: C):

- **Other periods of unauthorised leave:**

Where a member chooses to take a period of unauthorised leave e.g. unauthorised absence, a **break in membership must be recorded.**

## Breaks in membership - not to be recorded:

- **Absence due to sickness or injury:**

Where a member is away from work due to illness or injury, they do not lose any membership, they are credited with full membership, **there is no break in membership to be recorded.**

- **Reserve Forces Service Leave:**

Where a member is on a period of Reserve Forces Leave (where the member elects to remain in the LGPS), **there is no break in membership to be recorded.**

- **Paternity Leave:**

Where a member is on paternity leave and therefore receiving pay, **there is no break in membership to be recorded.**

- **Jury Service:**

Where a member is on Jury Service Leave, **there is no break in membership to be recorded.**