

LEAVE WITHOUT PAY (LWOP) RETIREMENT SCHEME

Use this form if **you're an employer** and want to advise a period of leave without pay (LWOP) for a member of the Active Super Retirement scheme.

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There are essentially two types of leave without pay that can be reported:

- Non-Prescribed Leave Without Pay (NP LWOP) – no contributions are payable to the Fund for whole calendar months only. Leave that covers only part of a month will require payment of contributions for that whole month.
- Prescribed Leave Without Pay (P LWOP) – a member can make arrangements directly with the Trustee to reduce their contributions during this period. If no application is made for a rate reduction then contributions are still payable. Types of prescribed leave can be sick leave, maternity leave, paternity leave, worker's compensation, secondment, service with the armed forces or in circumstances approved by the Trustees.

Leave without pay will have an effect on the member's entitlements and the amount of contributions payable to us, therefore this advice should be remitted promptly to ensure it appears on your next monthly contribution due report.

Note: Only periods greater than five (5) days are to be reported. Only periods of leave that cover a whole month will have an impact on the payment of contributions to the Fund.

1. EMPLOYEE DETAILS

Surname:			
Given name/s:			
Member number:		Payroll number:	
Full-time salary or hours worked:		Part-time salary or hours worked:	
New salary ratio:			
Start date:		End date:	

Surname:			
Given name/s:			
Member number:		Payroll number:	
Full-time salary or hours worked:		Part-time salary or hours worked:	
New salary ratio:			
Start date:		End date:	

Surname:			
Given name/s:			
Member number:		Payroll number:	
Full-time salary or hours worked:		Part-time salary or hours worked:	
New salary ratio:			
Start date:		End date:	

VISION SUPER IS ONE OF AUSTRALIA'S OLDEST SUPER FUNDS.

We are an industry super fund, that has been supporting workers with super since 1947.

Our focus is improving your returns and keeping your administration fees and costs low to help you grow your retirement benefits.

Active Super is part of Vision Super.

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Vision Super Pty Ltd ABN 50 082 924 561 AFSL 225054, is the Trustee of the Local Authorities Superannuation Fund ABN 24 496 637 884		

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2. EMPLOYER DETAILS

Employer name:

Reporting
centre code:

I certify that the details given are true and complete and that I have obtained the necessary consent to disclose personal information to us.

Name of authorised officer:

Signature of authorised officer:

Date:

This information is collected for the sole purpose of managing and paying superannuation benefits and entitlements and will be protected in accordance with the *Privacy Act 1988* and Vision Super's privacy policy, which is available on request or on the Fund's website.

SEND YOUR COMPLETED FORM BACK TO US VIA:

- Mail** PO Box 18041, Collins Street East, Melbourne VIC 8003
- Email** hello@activesuper.com.au
- File upload** Secure file upload at www.visionsuper.com.au/upload-documents/