

# 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.

You can complete this form using a black pen and CAPITAL letters. Use a (✓) to mark boxes.

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 LGS 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 Active Super, 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 Active Super.

## 1. MEMBER DETAILS

Given name(s)

Family name

Member no.  Payroll no.

First day of leave (DD MM YY)  Last day of leave (DD MM YY)

Leave type  Comments

Given name(s)

Family name

Member no.  Payroll no.

First day of leave (DD MM YY)  Last day of leave (DD MM YY)

Leave type  Comments

Given name(s)

Family name

Member no.  Payroll no.

First day of leave (DD MM YY)  Last day of leave (DD MM YY)

Leave type  Comments

---

## 1. MEMBER DETAILS (CONTINUED)

Given name(s)

Family name

Member no.  Payroll no.

First day of leave (DD MM YY)  Last day of leave (DD MM YY)

Leave type  Comments

Given name(s)

Family name

Member no.  Payroll no.

First day of leave (DD MM YY)  Last day of leave (DD MM YY)

Leave type  Comments

Given name(s)

Family name

Member no.  Payroll no.

First day of leave (DD MM YY)  Last day of leave (DD MM YY)

Leave type  Comments

Given name(s)

Family name

Member no.  Payroll no.

First day of leave (DD MM YY)  Last day of leave (DD MM YY)

Leave type  Comments

---

## 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 Active Super.**

Signature of authorised officer

Date (DD MM YY)

Name of authorised officer

---

## SEND YOUR COMPLETED FORM BACK TO US AT:

**Mail** Active Super, PO Box N835, Grosvenor Place NSW 1220

**Email** [admin@activesuper.com.au](mailto:admin@activesuper.com.au)

---

### Privacy Collection Statement

The information provided on this form is collected by LGSS Pty Limited (ABN 68 078 003 497) as Trustee for Local Government Super (ABN 28 901 371 321) ('Active Super') for the purposes of administering accounts and providing services to you associated with fund membership. If you do not provide the requested information, Active Super may not be able to perform these services. Your personal information may be shared with our administrator, other superannuation trustees and other services providers, in order to be able to provide our services to you. We may provide information to government, regulatory or other bodies if required by law. For further information about how we manage and protect personal information, please refer to our privacy policy available at [activesuper.com.au/privacy-policy](https://activesuper.com.au/privacy-policy) or by calling us on 1300 547 873. It sets out how we use the information we hold about you, how you can access and correct the information, how you may complain about a breach of privacy and our process for resolving privacy related enquiries and complaints.

Issued by LGSS Pty Limited (ABN 68 078 003 497) (AFSL 383558), as Trustee for Local Government Super (ABN 28 901 371 321) ('Active Super').