

Changing working patterns fact sheet (CWP5) Special leave, Maternity, Paternity and Adoption leave, Parental leave and Time off for dependents

Special leave

If I need to take additional leave due to personal circumstances – how does this affect my pension?

If your additional leave is agreed as paid leave, your **pensionable earnings** during this leave will be your normal rate of pay. You will continue to pay pension contributions during your absence; they will be worked out as a percentage of the actual pay you receive. This will be the normal contribution rate of whichever scheme you are a member. See the Civil Service Pensions website for current contribution rates.

Paid and unpaid special leave

Paid special leave counts towards your **reckonable service for classic, classic plus, premium pension**. Unpaid special leave does not.

nuvos

If your absence is paid you will build up pension on your pay for **nuvos**.

Maternity, Paternity and Adoption Leave

classic, classic plus and premium

Paid Paternity leave may allow a father to take paid time off work when their child is born or one member of an adoptive couple to take paid time off work when their new child starts to live with them.

All paid maternity, paternity and adoption leave and any unpaid ordinary maternity and paternity leave counts towards your **reckonable service** so it will not affect your pension.

Any unpaid additional maternity or adoption leave does not count towards your **reckonable service**, so it will not count towards your pension.

nuvos

If your absence is paid you will build up pension on your pay for **nuvos**.

Parental leave

classic, classic plus and premium

Parental leave allows parents to take time off to look after a child or make arrangements for the child's welfare.

Parental leave is normally unpaid and does not count towards your **reckonable service**, so it does not count towards your pension.

nuvos

You build up pension on your pay for **nuvos**, so if your absence is unpaid it will not count.

Time off for dependants

classic, classic plus and premium

Time off for dependants allows employees to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer-term arrangements.

Unpaid time off for dependants does not count towards your **reckonable service** and will not be included for your pension.

nuvos

You build up pension on your pay for **nuvos**, so if your absence is unpaid it will not count.

This is a summary of basic scheme features. Full details are set out in the scheme rules. In the case of any difference, the scheme rules will apply.

Civil Service Pensions April 2012