

Retirement Scheme

Leave Without Pay (LWOP)

Please complete in capital letters and in BLACK INK only

This form is used to notify the scheme of a period of leave without pay for a Retirement Scheme member. Only periods greater than 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 scheme.

There are essentially two types of leave without pay that can be reported i.e.

- **Non-Prescribed Leave Without Pay (NP LWOP)** – no contributions are payable to the scheme 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 the scheme, therefore this advice should be remitted promptly to ensure it appears on your next monthly contribution due report.

Surname	First Name	Member number	Payroll number	Date of first day of leave	Date of last day of leave	Leave type	Comments

Employer name					Reporting Centre code		
I certify that the details given are true and complete							
Signature of authorised officer				Date (dd/mm/yyyy)		/	
Name of authorised officer					Contact phone no		

Where to send this form/enquiries

Energy Industries Superannuation Scheme
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 website: www.eisuper.com.au

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