

# Guidance on Leave of Absence

This leaflet is to provide you with information on how a leave of absence affects your benefits under the Career Average Scheme.

## What happens if I am on sick leave?

If you are off work due to sickness, your benefits will continue to build up as if you were working normally and receiving your full pensionable earnings, and you will continue to pay contributions on any pensionable earnings that you are paid over the period of sick leave. If you go into a period of unpaid sick leave your benefits will continue building up at their full rate but you will not have to pay any additional contributions.

The benefits you build up over your period of sick leave are based on your full pensionable earnings. Where you are on a sick leave for a period of up to 2 years and have taken a reduction in your earnings, or where your pay has stopped, the amount of benefits that you would build up is based on notional pensionable earnings. Using notional pensionable earnings will make up for the pensionable earnings you are not receiving, meaning that you will continue to build up your benefits in the Career Average Scheme as if you were working normally and receiving your full pensionable earnings.

Using Notional Pensionable Earnings to calculate your entitlements will make up for the fact that you would not be paying contributions out of your ordinary salary. This will mean that you will continue to build up your benefits in the Career Average Scheme as if you were working normally and receiving your full pensionable earnings.

If we use your Notional Pensionable Earnings it will be based on your current employment only. "Notional Pensionable Earnings" will be calculated using the earnings of your most recent period of pensionable employment.

## What happens if I am on parental leave?

During any period of parental leave where you are being paid pensionable earnings you will continue to build up your pension as if you were still working and receiving full pay.

**Please note:** If you work for an Admitted Employer you will need to contact your local HR department regarding your entitlement during your maternity, adoption or paternity leave as they may differ from what is stated below. The Government of Jersey Parental policy can be found on the Government of Jersey intranet or will be available from your local HR Department.

We advise all employees to review the Parental Leave Policy on [MyStates](#). If you do not have access to MyStates, please contact PeopleHub ((4)48230 or [peoplehub@gov.je](mailto:peoplehub@gov.je)) who should be able to supply you with a copy of the Policy.

## Parental Leave at full pay

Where you have taken any parental leave where you continue to be paid your full rate of pensionable pay, your pension will continue to be based on 100% of your pensionable earnings and your contributions will not change.

## Parental leave at no pay

Any period of parental leave where you are not being paid, you can request for that period to remain pensionable. Where you have requested your period of no pay to remain pensionable you and your employer will be required to pay contributions based on 100% of the earnings that you would have earned had you returned to work and were receiving 100% of your earnings.

The contributions for the unpaid period of leave can either be deducted from any pensionable earnings that you receive whilst on maternity or adoption leave along with your normal contributions or be split by paying 50% through the pay received whilst on leave and 50% on returning from leave.

## What happens if I am granted unpaid leave of absence or if I am on strike?

If you are granted an unpaid leave of absence, or you are absent for a day or more due to a trade dispute, the period will not count for pension purposes. You will, however, remain an active member of the Career Average Scheme only for the purposes of Survivor and Ill Health Benefits.