

Notes on your benefits for Part-Time Employees

If you are, or have been a part-time employee whilst a member of the Scheme, your pension benefits will be adjusted to take account of your part-time hours. Adjustments will be made to the length of your Pensionable Service and to your Average Salary. Both of these will be converted from their actual part-time level to their equivalent full-time level.

For example, if you have been a member working on a half-time basis for 10 years, you will have built up 10 years' Pensionable Service at the half-time level. This is converted to 5 years at the full-time level.

In addition, if your Average Salary is calculated as £20,000 per annum at the half-time level, this is converted to £40,000 at the full-time level.

Your pension benefits will then be calculated in the normal way, based on your adjusted Pensionable Service and Average Salary (as converted to their equivalent full-time level).

Note: these adjustments are only made when calculating pension benefits.

No adjustment is made to the annual rate of Salary when calculating the cash sum payable on death in service whilst a member of the Scheme. This cash sum is always based on the actual annual rate of Salary at the date of death.

No adjustment is made to your actual period of service when calculating the length of your qualifying Service.