

KEY EMPLOYMENT POLICIES

EMPLOYEE INFORMATION BRIEFING

ISSUE 29: DECEMBER 2019



NEW POLICY



POLICY REVIEW



REGULAR REMINDER

PENSION REGULATIONS

POLICY OVERVIEW

In the October 2019 Employers Bulletin, Lothian Pension Fund advised the council of revisions to the Local Government Pension Scheme (Scotland) Regulations 2018. Below you will find key information in relation to these revisions and links to relevant documents that have been updated to reflect current legislation.

KEY INFORMATION FOR EMPLOYEES

Policy Statement on Pension Discretions

- The council's Policy Statement on Pension Discretions has been updated in line with the 2018 regulations and is available on [Mytoolkit](#)

Unpaid Authorised Leave

- For any period of unpaid authorised leave (that is not due to sickness or child-related leave) of **less than 31 days**, pension contributions must now be deducted automatically from the members pay.
- Arrangements for periods of unpaid authorised leave of **31 days or more** (and not due to sickness or child-related leave) remain unchanged. In this case, members wishing to replace lost pension will be required to enter into an Additional Pension Contributions contract with Lothian Pension Fund. Further information on Additional Pensions Contributions can be found at www.lpf.org.uk
- The revised regulations also apply to periods of unpaid authorised leave resulting from the purchase of additional annual leave. The purchase of additional annual leave is currently via a 'salary sacrifice' arrangement which reduces a members pensionable pay. With effect from 1 January 2020, pension contributions will be deducted from pay before the deduction for 'bought leave' ensuring that pensionable pay is not affected.

Death Grant – Expression of Wishes

- Remember to make, and keep up to date, your expression of wishes forms that help Lothian Pension Fund decide where to pay any lump sum that may be paid if you die. You can update your nomination using Member Self Service. If you have not already registered for Member Self Service you can do so at www.lpf.org.uk

ROLL OUT ARRANGEMENTS

- Services should ensure that records are kept of the date that employee briefings were conducted and the employees who attended. Those records may be subject to internal audit at any given time to ensure that council employment policies are being properly disseminated throughout services.