

University of Oxford Staff Pension Scheme (OSPS)



Notification of absence

Please complete this form in full by using BLOCK CAPITALS and by ticking the appropriate boxes. Please send the completed form to the Pensions Office.

Employer

To be completed by the employer

Title

Surname

Forenames

NI number

Unpaid maternity leave

From

Date of return

I confirm that the employee has been offered the opportunity to pay back the contributions missed during the period of unpaid maternity leave but that the offer has been declined.

Unpaid sick leave

From

Date of return

I confirm that the employee has been offered the opportunity to pay back the contributions missed during the period of unpaid sick leave but that the offer has been declined.

Other unpaid leave

From

Date of return

I confirm that the employee has been offered the opportunity to pay back the contributions missed during the period of unpaid leave but that the offer has been declined.

Signed

Date

Name

Position