

Isle of Man Government Unified Scheme 2011 (the Scheme)

Buy Back Unpaid Family Leave Form

Use this form if you wish to find out the amount of pension contribution you need to pay to buy back the period of unpaid family leave so it will reckon as pensionable service. Please complete the form as fully as possible so that the correct assessment of your eligibility to buy back contributions and the amount due can be made.

You must make your election within 3 months of your return to work.

Section 1 – Your personal details

Your full name	
National Insurance number	
Contact details (address/email address)	
Scheme Reference Number	
What is the MON number on your payslip for this employment	
Date of first day of unpaid Leave	
Date of last day of unpaid Leave	
Date returned to work	

Declaration - By signing below, I declare:

- I understand that the PSPA may verify the information I have supplied in this form with my Employer's Payroll and I understand that either my employer and/or the PSPA will retain a copy of this form for their records.

Your signature	Date
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Once completed please return the form to the PSPA at pensions@pspa.im

Next steps: The PSPA will write back to you and tell you the amount of contributions that you will need to pay to buy back your missing pensionable service. You must make your election to pay back the service within 3 months of your return to work. The re-payment period is limited to 12 months after receiving your formal election.

How we use your information: The PSPA will use the information that you have provided on this form for administering your Scheme membership and in order to comply with your request will share this information with your Employing Authority or the body responsible for the administration of its payroll. We may share your information to administer your membership and pay your benefits, enable us to prevent and detect fraud and mistakes, or as required by law. For more information about whom we share your information with and how long we keep your personal data and your rights over your data please refer to our Privacy Notice on our website at www.pspa.im