



Information on Leave Without Pay

GOVERNMENT SUPERANNUATION FUND

NEW GENERAL Scheme

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Important information

The Government Superannuation Fund (GSF) schemes are managed and administered by the GSF Authority (the Authority) in terms of the GSF Act 1956 (the GSF Act). The Authority has appointed Datacom Connect Limited (Datacom), a subsidiary of Datacom Group Limited, as the Schemes Administrator.

The Schemes Administrator does not have the authority to interpret the GSF Act or to make any determination on questions arising under the GSF Act. All interpretative issues and determinations are referred to the Authority for a decision.

If there is any doubt about a matter, eg. how an allowance is calculated, the Schemes Administrator will approach the Authority for a determination and then advise the contributor of the Authority's decision. If the contributor disagrees with, or is dissatisfied with, the Authority's decision he/she has the right to appeal to the GSF Appeals Board (the Appeals Board) against that decision.

The GSF Act requires the Authority to exercise its discretion consistently with the published statement of policies unless it considers it inappropriate to do so in the particular circumstances. The statement of policies may be amended by the Authority from time to time, subject to compliance with the procedural requirements set out in the Act.

Appeals must be made in writing within 28 days of the Authority's decision being advised to the contributor. The appeal will then be presented to the Appeals Board at its next meeting. The Appeals Board considers all written and oral evidence submitted by the contributor or his/her representative, as well as the Authority's report, and takes into account the interests of the Crown and any other interested party before making its decision. The Appeals Board's decision is final and the contributor is advised of the outcome.

Disclaimer

This booklet is a summary of key provisions of the GSF Act, regulations made pursuant to the GSF Act, and policy decisions including those set out in the statement of policies. While every effort has been made to ensure that the information contained in this booklet is accurate, it is intended as a guide only. In particular, please note that:

- This booklet does not take into account any individual's particular circumstances, financial or otherwise.
- The policies and conditions described in this booklet can change over time so before taking any action you should check whether the information contained in this booklet is still up to date.

This booklet is in no way binding on any person, and does not prevail over any applicable law or policy decision.

To the fullest extent permitted by law, neither the Authority nor any other person accepts any liability for any loss, damage, cost or expense that may arise from any reliance on any information contained in this booklet.

This booklet is not intended to, and does not create, any legal or equitable rights exercisable by any person. If you have any queries in relation to the schemes, or require any further information in relation to the schemes, please contact:

Schemes Administrator
Government Superannuation Fund
Datacom Connect Limited
P O Box 3614
Wellington 6140

Free Phone: 0800 654 731
Telephone: (04) 470 6348
Fax: (04) 470 6366

Information on Leave Without Pay

1. Introduction

This booklet provides information on leave without pay for contributors to Part 2A of Government Superannuation Fund (GSF) (the New General Scheme) under the GSF Act and the various associated policies. The position may be different under other schemes within the GSF (eg. the Armed Forces, Police or Prison Schemes).

Contributors **MUST** complete **Form GS7 – Leave Without Pay Advice** (at the back of this booklet) **BEFORE** going on leave without pay and forward the form immediately to the GSF Schemes Administrator.

2. Options available

Contributors granted leave without pay by their employers will have different options depending on their respective ages at the time the leave is to commence.

A contributor who is under age 50 has the choice of either

- continuing contributions during the period of leave, or
- ceasing contributions during the period of leave and resuming contributions at a later point in time, so long as contributions are resumed before the contributor reaches age 50.

A contributor aged 50 years or over must continue to make contributions during the period of leave if he or she wishes to remain a contributor to GSF.

3. Continuing contributions

Where a contributor continues making contributions during a period of leave, the period of leave counts as contributory service for the purpose of calculating any benefits payable by GSF.

3.1 What contribution rate is paid?

As regards the rate of contribution, a contributor's employer is not required to make contributions during the leave period. The contributor is required to pay both the employee contributions and additional contributions representing the employer subsidy.

Note - if the contributor elects to take a refund of contributions at a later date the additional contributions representing the employer subsidy are not refundable.

3.2 When can contributions be paid?

Payments for contributions can be made:

- before the leave commences
- during the period of leave, or
- on return to work, as a one off payment or by regular deductions from salary.

Interest accrues on all unpaid arrears. If payments are made by instalment on return to work then interest must be paid. The maximum period allowed to spread payments is 10 years.

Any payments in respect of leave without pay made during the period of leave should be paid directly to the Schemes Administrator either by direct credit or by cheque made payable to the Government Superannuation Fund. Please contact the Schemes Administrator for more details on making payments during the period of leave.

3.3 What action is required on return from leave without pay?

The contributor should notify the Schemes Administrator immediately when the period of leave finishes.

The Schemes Administrator will assess the amount of any arrears owing once the relevant information has been provided. The contributor will be advised of:

- the amount owing
- interest charges, and
- options for repayment.

4. Suspending contributions

Where a contributor is eligible to and wishes to cease contributions during the period of absence, he or she **MUST** give notice in writing of this intention to the Schemes Administrator prior to the period of leave commencing. The person's contributions remain in GSF, but contributory services ceases to accrue. Past contributory service will be discounted on resumption of contributions.

The election to cease contributions **MUST** be made immediately before the leave is taken. If contributions have not been resumed by the age of 50 the right to resume contributions to GSF will cease and the contributions will be refunded. (Further information regarding the impact of ceasing contributions is set out in **Booklet GS19 – Options Available While Remaining in Government Service.**)

Note - suspension of contributions is not an option for contributors over age 50 who must pay contributions for the period of leave.

GSF booklets for the New General Scheme include

- GS 2 Retiring Allowance Options
- GS 5 Granting a Charge over your Contributions to GSF
- GS 6 Information
- GS 7 Information on Leave Without Pay
- GS 19 Options Available While Remaining in Government Service
- GS 20 Options Available on Cessation of Government Service
- GS 21 Election to Contribute at Previous Salary Rate Following Reduction in Superable Salary
- GS 22 Contributing in Respect of Prior or Interrupted Government Service
- GS 96 Option to Cease Contributing to GSF and Elect a Deferred Pension

If you would like copies of booklets relevant to your membership, please contact the Schemes Administrator at the address noted at the front of this brochure. Copies of the booklets are also available on the Authority's website – www.gsfa.govt.nz

SECTION A

(To be completed by the contributor and forwarded to your payroll office to complete Section B)

First Names _____ Surname _____

GSF Number _____ Date of Birth ____ / ____ / ____

Postal Address _____

Home Phone () _____ Work Phone () _____

Fax Number () _____

Email Address (see overleaf) _____

First day of leave without pay ____ / ____ / ____ Last day of leave without pay ____ / ____ / ____ (if known)

or ____ / ____ / ____ (indicative)

Please note:

1. Only one option can be elected.
2. These options are only available to contributors who satisfy the particular criteria relevant to a particular option. If you have any queries regarding your eligibility to elect any of these options please contact the Schemes Administrator.

A I elect to pay contributions for the period of leave:

☐ Before I go on leave without pay

☐ While I am on leave without pay

☐ When my leave without pay ends

And with regard to the payment of contributions:

☐ I intend to pay the contributions directly to GSF

☐ I authorise my employer to deduct contributions for the period of leave from my salary, as and when advised by the Schemes Administrator.

☐ Please provide me with options for the payment of contributions by instalment.

I accept I am responsible for any interest charges incurred by not notifying the Schemes Administrator of my return to duties.

Note – if you are over age 50 you must contribute to GSF with respect to any period of leave without pay if you wish to remain a contributor to GSF once your period of leave ceases.

OR

B I am under age 50 and do not wish to pay for this period of leave at all.

I understand that if I recommence contributions to GSF before attaining the age 50 my previous Government service will be reactivated and discounted in accordance with the Government Superannuation Fund Act.

☐ I elect to cease contributions with effect from the next available pay date following ____ / ____ / _____. For the avoidance of doubt, I confirm that this form is to be taken as notice of my intention to cease contributions on this date and is deemed to be received by you on this date.

Please ensure you sign this form before forwarding to your payroll office (see overleaf).

By signing this form I understand that my election is irrevocable from the date it becomes effective (although I may be able to recommence contributions before attaining age 50 on the basis outlined above, or elect to take a refund of contributions).

I authorise the collection of personal information from and disclosure of personal information to my employer and/or such other persons as may be necessary to process this election. (Please ensure you read the Privacy Act Statement at the end of this form.)

Signature _____ Date ____ / ____ / ____

SECTION B

(Section A to be completed by the contributor, then Section B to be completed by the employer and forwarded to the Schemes Administrator)

Contributor First Name _____ Surname _____

Contributor GSF Number _____

Employer Agreement

The employer confirms:

1. the contributor has been granted a period of leave without pay, and
2. contributions for the period of leave, as advised by the Schemes Administrator, will be deducted from the contributors salary in accordance with the contributors authorisation overleaf.

Signature _____ Date ____ / ____ / ____

Name _____ Position _____

Employers' Name _____

Phone Number () _____ Fax Number () _____

Employers' Address _____

Employers' Email _____

Forward the completed form to Datacom, GSF Schemes Administration, PO Box 3614, Wellington 6140 or email to gsf@datacom.co.nz.

If you have any queries please call toll free 0800 654 731 or (04) 470 6348.

Privacy Act Statement

The personal information you supply by completing this form is being collected by Datacom Connect Limited (**Datacom**), as administrator of the schemes on behalf of the Government Superannuation Fund Authority (the **Authority**). The schemes are governed by the Government Superannuation Fund Act 1956 (the **Act**). The information collected in this form will be held by Datacom and will be stored electronically within New Zealand. It will be used to process any election under this form and/or update your member record. It may also be used to contact you in the future.

The information may be exchanged between the Authority and Datacom. It may be disclosed to third parties such as Annuitas Management Limited (provider of executive office/secretariat service to the Authority) or agents of the Authority or Datacom, in accordance with the Privacy Act 2020, for the purpose of the ongoing management and administration of GSF and the schemes and to enable the Authority to fulfil its statutory or legal obligations, such as for tax reporting or anti-money laundering requirements. If you do not provide the information requested, we may not be able to process any election and/or update your member record, as set out in this form. If we are required to disclose your information to any person or entity outside of New Zealand, we will either ensure that the recipient is required to protect your personal information in a way that provides comparable safeguards to those in the Privacy Act 2020, or we will contact you to obtain your authorisation to the disclosure.

By providing your **email address** you consent to Datacom and/or the Authority contacting you by email regarding your entitlements under the schemes governed by the Act and other information about services, as appropriate. If you no longer wish to receive correspondence by email you should complete a Change in Personal Details form or advise Datacom.

You are entitled to access and request correction of the personal information collected in this form in accordance with the Privacy Act 2020. For more detailed information about the Privacy Act you can refer to the website of the Office of the Privacy Commissioner at www.privacy.org.nz. The Authority's Privacy Policy can be viewed at www.gsfa.govt.nz.

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