

UNPAID LEAVE - CONTRIBUTION OPTIONS*

***Important note:** if you are taking unpaid **parental** leave, please do not use this form – instead use form **NZAS8A** (*Unpaid Parental Leave – Contribution Options*)

I, _____, wish to inform the Trustee that I will be taking unpaid leave from ____/____/____ to ____/____/____.

Please tick **ONE** option (✓):

☐ **Option 1:** I wish to **suspend my monthly member contributions** to the Fund until my return. I understand and acknowledge that if I select this option then during my unpaid leave period:

- (i) all employer contributions to the Fund for my benefit will also be suspended; and
- (ii) unless (under NZAS' current policy) my leave is a period of absence approved by NZAS for Fund purposes, if I suffer death or Total Disablement (and a claim is approved by the Trustee) then I will remain entitled to the insured component of my benefit (subject to any restrictions applying to me) but I will not be entitled to the additional one times salary component otherwise payable under the Trust Deed.

☐ **Option 2:** I wish to **continue my monthly member contributions** (in amounts equal to my current contribution rate) through an agreed arrangement with the Trustee and payroll*.

*Payroll (or the Fund's Administration Manager) will contact you if you choose this Option 2. If Option 2 applies, please also **complete the following**:

I understand that my current member contributions are \$_____ per month and that, if I choose to continue contributing during my unpaid leave period, I will need to contribute a total amount of \$_____ for the _____ months I am away.

☐ **Option 3:** I wish to **make pre-paid member contributions** with respect to my unpaid leave period before it commences, by increasing my member contribution rate to ____%* of my salary starting ____/____/____ and ending ____/____/____.

*New contribution rate cannot exceed 20% of your salary. Total additional contributions if you choose this Option 3 must at least equal those that would be payable if you chose Option 2.

IMPORTANT NOTE:

Contributions during an unpaid leave period need not be made through payroll, so long as:

- (i) payroll or the Fund's Administration Manager collects them; and
- (ii) the contributions do not exceed (in amount or frequency) those you were making immediately before you took leave.

Signed: _____ Date: ____/____/____

Please attach this form to a ServiceNow payroll enquiry. ServiceNow is accessible to all NZAS employees via Element.

Section for NZAS Payroll only

☐ Payroll Records updated

If member has selected Option 1 (**suspend my monthly member contributions**):

Is the unpaid leave a period of absence approved by NZAS for Fund purposes?

☐ Yes

☐ No

If member has selected Option 2 (**continue my monthly member contributions**):

Will Payroll collect those contributions and remit them to the Fund?

☐ Yes

☐ No

Will the Administration Manager contact the member to arrange payment to the Fund?

☐ Yes

☐ No

If the member has selected Option 3 (**make pre-paid member contributions**):

☐ Payroll will collect those additional contributions and remit them to the Fund

Signed: _____

Date: ____/____/____

Name: _____

Role: _____

Email completed form to nzasrf@mercerc.com.