

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 return your completed form to NZAS Human Resources at least 30 working days prior to your unpaid leave starting.

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**