Thank you for your application for  leave.

We have approved your application and your period of leave will start from      .

*Employer to add information concerning terms of absence where to seek further information .*

Your LGPS pension may be affected by your period of absence, to get further details about these effects can visit [www.lgpsmember.org](http://www.lgpsmember.org) .

Once you have returned to work, we will write to you explaining:

* How your period of leave has affected your pension and
* How you can buy back any lost pension and
* The time limits which may apply.

Yours sincerely