



Primary Care Support England



GP Pensions

Break in Service and Approved Leave

Version V2.0 - 29th June 2022

NHS

England

Primary Care Support England

Introduction

GP Pensions administration is now managed through PCSE Online.

When it comes to getting your pension contributions right, we understand how important it is for any breaks in service, or any approved leave, to be considered in your pension contributions. You can now manage these in PCSE Online.



When you submit a break in service or any approved leave through PCSE Online, the change takes effect from the next calendar month. The system will also log all of the changes you make so you can keep an accurate record.

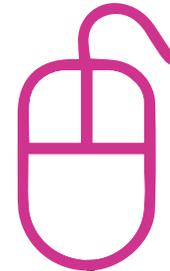
The break in service process will automatically stop a performer's contributions but it will not automatically re-start them when the performer returns to work. The performer will need to re-opt back in the pension scheme when their service break is over.

To use this guide, your user administrator needs to ensure you have been set up in PCSE Online with at least one of the following roles:

- **GPP - Special Leaves**

Contents

If there is a specific section in this guide that you would like to see, please **click** one of the icons below to be taken straight to that section.



How do I notify you of a break in service?



How do I update PCSE Online with any approved leave?



Where can I see my historic approved leave and breaks in service?



Step-by-step clicks



Further Support





How do I notify you of a break in service?

To inform us of a break in service, first you need to:

- Log in PCSE Online
- Click on GP Pensions and Payments
- Click Pensions
- Click Break in Service
- Click Break in Service, again

Click on the magnifying glass icons to see more and then click Next.

PCSE Online **NHS**
England

HOME GP PAYMENTS Help

Home > GP Pensions > Break In Service > Break In Service

Break in Service Data entry Form

Please read the [Guidance Notes](#)

Use this Break-in-Service form if you wish to leave NHS and NHS Pension Scheme. This application form once submitted will stop Pension Contribution Deductions from ALL your currently active NHS Employments and record that you are no longer an NHS Employee. Refer Guidance Notes for current rules regarding Break-in-Service.

To continue to be a NHS Employee but to take a career-break from a single employment only, use the Leavers Form, through the relevant Employer. That will leave you as an active NHS Employee and allow you to join any NHS Employer. Once you have joined another Employer, your Pension Contribution Deductions will re-commence, from that new Employer.

To continue to work in ALL your currently active NHS Employments but stop deducting Pension Contributions, use the Opt-out form SD-502, available at [Opt-Out Form](#)

Application Reference Number: Date: 20/07/2020

Pension member details		
NHSPS Membership number	First Name	Last Name



How do I notify you of a break in service?

Click on the magnifying glass icons to see more information.

Once you are satisfied that you have completed the form, click **Submit** and confirm your choice by clicking the **Confirm** button on the next pop up box.

Confirm Submission 

Are you sure you want to submit this form?

Cancel **Confirm**

Out Form

Application Reference Number: Date: 20/07/2020

Pension member details

NHSPS Membership number	First Name	Last Name
<input type="text"/>	GPPOne	SpecialLeaves

Organisation Details

Active Assignments(Employers):

Organisation	Organisation Name	Organisation Type	Address
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Please confirm that you want to break service with the NHS and stop contributing to NHS Pension Scheme:

Yes, I want to break service with NHS and stop contributing to NHS Pension Scheme, including all voluntary Contributions (Tick to confirm)

Break In Service Start Date 

Break In Service End Date 

Cancel **Print** **Submit**





How do I update PCSE Online with any approved leave?

To inform us of any approved leave that could effect your pension contributions, first you need to:

- [Log in PCSE Online](#)
- [Click on GP Payments](#)
- [Click Pensions](#)
- [Click Approved Leave](#)
- [Click Approved Leave Form](#)

You are now in the approved leave form.

Click on the magnifying glass icons to see more information and then click Next.

PCSE Online **NHS**
England

HOME GP PAYMENTS Help

Home > GP Pensions > Approved Leave > Approved Leave Form

Approved Leave Form

Please read the [Guidance Notes](#)

Practice Name: Application Reference Number: Date:

Select / Type the Name of Applicant Select the type of Approved Leave

Leave Start date Leave End date

Declaration
I Confirm that the detail given above is accurate and agreed between the applicant and the practice.

Declaration Date Tick to Confirm





How do I update PCSE Online with any approved leave?

Click on the magnifying glass icons to see more information.

Once you have completed the form, click **Submit** and then finally, you will also need to confirm your choice by clicking the **Confirm** button on the next pop up box..

The screenshot shows the 'Approved Leave Form' interface. At the top, there are navigation links: HOME, GP PAYMENTS, and Help. Below this is a breadcrumb trail: Home > GP Pensions > Approved Leave > Approved Leave Form. The main heading is 'Approved Leave Form'. On the right, there is a link for 'Please read the Guidance Notes' with a 'Guidance Notes' button. The form contains several input fields: 'Practice Name: The Heron Medical Practice', 'Application Reference Number', and 'Date: 20/07/2020'. There are two dropdown menus: 'Select / Type the Name of Applicant' (with 'Please Select' as the current selection) and 'Select the type of Approved Leave' (also with 'Please Select'). Below these are date pickers for 'Leave Start date' and 'Leave End date', both showing 'dd/mm/yyyy' and a calendar icon. A 'Declaration' section follows, with the text 'I Confirm that the detail given above is accurate and agreed between the applicant and the practice.' Below this is a 'Declaration Date' field (showing 'dd/mm/yyyy' and a calendar icon) and a 'Tick to Confirm' checkbox. At the bottom of the form, there are four buttons: 'Cancel', 'Print', 'Save for Later', and 'Submit'.

The screenshot shows a 'Confirm Submission' pop-up box. It has a title bar with the text 'Confirm Submission' and a close icon. Below the title bar, it asks 'Are you sure you want to submit this form?'. At the bottom, there are two buttons: 'Cancel' and 'Confirm'.



Where can I see my historic approved leave and breaks in service?

If you want to view historic periods of approved leave and breaks in service, you will need to:

- **Log in.**
- **Click on GP Pensions and Payments**
- **Click Pensions**
- **Click Approved leave**
- **Click Approved Leave Application Listings.**

You will now be on the Approved Leave Application Listings screen.

In this screen you can search for periods of approved leave and breaks in service. Simply click the relevant tab just below the search criteria.

Click on the magnifying glass icons to see more

HOME GP Pensions and Payments Help

Home > GP Pensions > Opt-out > Employee / Partner Activities Listing

Employee / Partner Activities Listing

Practice Name: The Heron Medical Practice Date: 23/04/2021

Search By GMC Code / GP Name / NHSPS Membership Number

Submission Date From

Submission Date To

Opt-Out Start Date From

Opt-Out Start Date To

Search

Joining Opt-out AVC Solo Break In Service Listing



Step-by-step clicks

This is a summary of the steps you need to process a practice joiner and leaver. If you would like to see these processes in more detail, choose one of the links in contents page to be taken straight into that section.

How do I notify you of a break in service?

1. Log in
2. Click on GP Payments
3. Click Pensions
4. Click Break in Service
5. Click Break in Service, again
6. Choose NHSPS number,
7. Choose performers assignments
8. Confirm that you want to break service with the NHS and stop contributions to the NHS pension scheme, by ticking the box shown
9. Tick the declaration
10. Submit and confirm

How do I notify you of approved leave?

1. Log in
2. Click on GP Payments
3. Click Pensions
4. Click Break in service
5. Click Approved Leave
6. Click Approved Leave Form
7. Either select from the drop down or type the name of the performer
8. Select the type of approved leave
9. Choose the leave start and end date
10. Read the declaration and tick the box
11. Submit and confirm



Primary Care Support England

Your feedback helps us to make things better.

How satisfied are you with this interactive guide for managing breaks in service and approved Leave?

Very Satisfied

Satisfied

Dissatisfied

Very Dissatisfied



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Contact Us

For further support and information, please visit our website:



PCSE Website

www.pcse.england.nhs.uk

To visit PCSE Online:

PCSE Online

For queries relating to a particular service, please use our:



Online Enquiries Form

<https://pcse.england.nhs.uk/contact-us/>

Or alternatively, you can call our:



Customer Support Centre

0333 014 2884