

****STOP PRESS** QAPA Calculator and updated employer forms**

Dear Employer

Following our recent briefing note in relation to the Access and Fairness changes to the LGPS regulations, this email is to provide an update to you in relation to available resources as well as updates to some of our employer forms. If you use a third-party payroll provider, employers should discuss how changes to processes will be implemented to accommodate these requirements.

Updates to Forms

The following forms have now been updated on our website to take account of changes for authorised unpaid leave of 14 days or less (starting after 1 April 2026), unpaid child related leave (starting after 1 April 2026) and Qualifying Additional Pension Arrangements (QAPA):

- Leaver form
- Estimate form
- Shared Cost APC

[Link to employer forms](#)

It is important that employers (or payroll providers on their behalf), use these updated forms to reduce any future queries or delays. The leaver form on our Employer Hub will be updated over the next few days.

QAPA Calculator

We have now published a calculator for employers to use to offer a member the opportunity to pay a QAPA to cover an authorised unpaid period of leave that lasted for 15 days or more. You can find the QAPA calculator on our [employer forms page of our website](#) - <https://www.hants.gov.uk/hampshire-services/pensions/local-government/employers/forms>

The spreadsheet includes general notes about the rules that apply to an authorised absence of 15 days or more that started on 1 April 2026 or later. It also includes notes about how to use the spreadsheet. You should read the notes carefully before completing it.

- When offering a QAPA, you should send only the 'Member Option Form' for the member to complete. These can be printed and sent by post or saved as a pdf and sent by email to the member. There are no template letters, as it is expected that employers will adapt their existing communications to reflect the changes, rather than start from scratch.
- Where a member elects to enter into a QAPA, employers should send a copy of the member's election and the 'Info for LGPS fund' tab from the spreadsheet to the Hampshire Pension Services (HPS) – these should be emailed to pensions@hants.gov.uk

Please note, employers should be aware that the [Buy lost pension calculator](#) on the member website must still be used in certain cases. The 'old' rules apply to an authorised break that started before 1 April 2026, a strike break and a break that started on or after 1 April 2026, but the member misses the one-year deadline to elect for a QAPA.

Additional guidance/resources

In June 2026, Hampshire Pension Services will host several webinars to support employers to understand the changes to authorised unpaid leave, child related leave and QAPA's, as well as walk through pensionable pay (including Assumed Pensionable Pay and Lost Pensionable Pay). Please look out for dates over the next couple of weeks.

In the meantime, you may find the following resources helpful:

- [LGA Bulletin 276 – Special edition Access and Fairness](#)
- LGPS member website's [If you are away from work](#) webpage

If you have any queries about these changes, please email pensions.employer@hants.gov.uk

Kind regards

Employer Services

Hampshire Pension Services

Corporate Services

Hampshire County Council

E-mail: pensions@hants.gov.uk **Contact Centre Team:** 01962 845588

Web: hants.gov.uk/pensions

Hampshire Pension Services, The Castle, Winchester, SO23 8UB