

Disallowed Days Factsheet

Disallowed days are where a member has taken absence without leave without permission or prior arrangement with the employer and has received no pay for that period, a typical example of this is strike days.

As the member has received no pay no pension contributions are to be collected and the period cannot reckon as pensionable membership for benefits purposes.

The number of days lost through absence without leave should be recorded as disallowed days.

The employer should determine the number of disallowed days. Weekends and rest days should be included if payment would normally have been made for those days.

Where a member is employed whole time, is absent without leave, for a period of less than a full day the number of hours for which pay has been withheld should be converted to whole days as follows:

$$\frac{\text{Total hours withheld}}{\text{Daily Hours}} = \text{disallowed days}$$

Example:

6 hours withheld

4 hours withheld

5 hours withheld

15 total hours withheld

Member works 8 hours per day. $15/8 = 1.875 = 1$ disallowed day. Any remainder figure should be disregarded.