

NATIONAL PAY AND LEAVE SPECIFICATION (SNCT HANDBOOK, PART 2, APPENDIX 2.19)

Background

As you will be aware from the communication circulated in October 2018 from 1st August 2018 all Teachers and Associated Professionals are having their Pay and Leave calculated in line with the Pay & Leave Specification ([SNCT Handbook, Part 2, Appendix 2.19](#)). This is a change to SNCT terms and conditions of employment which has been implemented nationally across all Scottish Local Authorities.

The implementation of this Pay and Leave Specification brought about changes in relation to:

- Annual Leave - As of 1st August 2018 Teachers will receive 40 days Annual leave. The other 26 days will now be known as Non-Payment days.
- Pay - The daily rate of calculating Teachers pay changed from $1/261 \times$ annual rate of salary to $1/235^{\text{th}} \times$ annual rate of salary (195 working days + 40 annual leave days) with salaries paid as follows:

Start of Session – 31st August 50% of 1/12th	50% of Monthly salary
September - July	Full Monthly Salary
1st August to end of School Holidays (Balance of salary)	50% of Monthly salary

Circumstances Impacting on Pay and Leave

As Changes to circumstances are taking place there are a number of examples where this has impact on pay and leave and Teachers are advised to seek advice in relation to the impact of any of the following changes:

- Maternity Leave;
- Long Term Sick Leave;
- When a Teacher joins the Council for the first time (or after a probationary year);
- When a Teacher leaves the Council;
- When a Teacher moves to a different post with a higher salary (including Acting Up/Temporary Responsibilities);
- Where a Teacher changes their working hours;
- When a Teacher commences or returns from a career break
- For Teachers with no changes to circumstances no impact will be seen.

Why will this Impact on Pay and Leave?

- Annual leave entitlement is now based on 40 allocated days annual leave entitlement rather than 66 days (40 annual leave + closure days) previously;

- The change of calculation of the daily rate of pay from 1/261 to 1/235th impacts on the accrual rate for payment of a day's annual leave – this will be paid at the rate for a day's pay + 0.20513 (40 days annual leave/195 working days = 0.20513);
- A Teacher joining for the first time at the start of the school session will only receive 50% of salary. The same applies if a Teacher leaves the authority at the end of the summer holiday. If a Teacher is coming from or going to another Local Authority 50% salary should be received from the other Local Authority making up the full month's salary;
- For Teachers who leave, join or return from a period of leave mid-session may be impacted in terms of salary due the new calculation of a day's pay and the accrual of annual leave entitlement being based on 40 days;
- If a Teacher has come from another Local Authority their final pay from the former authority should compensate for any detriment i.e. you may be paid more than the usual monthly salary due to being paid for the accrual of annual leave based on working days with that authority and annual leave entitlement not taken.
- For a Teacher undertaking a change in circumstances where their salary may change i.e. acting up (temporary responsibilities), reducing hours or a new position a calculation of pay will be carried out for the old arrangement and then a new start calculation carried out for the new circumstances.

In Summary:

Pay is based on how many working days a teacher works or will work under a certain circumstance in the session. Annual leave is accrued on these working days. Should the balance of taken/scheduled annual leave and non-payment days be higher compared to the accrued annual leave due based on the working days had or available in the session this may result in the salary being less than the usual salary expected each month until the end of the academic session.

Due to annual leave and non-payment days being set by LNCT it is possible for a Teacher who changes Local Authority to work more or less than 195 days and therefore the salary received may be more or less in that year.

Any new start Teacher who has a negative salary balance in their first month or Teacher with a change of circumstances where the first salary is calculated at least 70% less will be provided with written notification of this with options of how they wish their salary to be paid to them until the end of the academic year to support with personal budgeting. Returners from sick and maternity leave are advised to seek advice from payroll in relation to their first salary on return.