

10 November 2011

JS/11/30

Dear Colleague

Leave Arrangements

The Joint Secretaries have been asked to clarify how the annual leave arrangements set out in Part 2, Section 5, paragraph 5.5 of the SNCT Handbook impact on leave entitlement on the commencement or termination of a contract.

When calculating balance of leave entitlement on the commencement or termination of a contract Councils should calculate the entitlement against the pattern of paid annual leave determined locally.

On the commencement of permanent employment during the session employers should confirm to the employee:

- the entitlement to paid leave in the remainder of the leave year.
- any salary implications and consequential actions

On the termination of employment the Council shall calculate the leave entitlement and thereafter take action based on the employee's accrued leave. Such action should be taken regardless of whether the employee is taking up employment with another Scottish Council.

Yours sincerely

Tom Young (Employer's Side)
Drew Morrice (Teachers' Panel)
Stephanie Walsh (Scottish Government)

Joint Secretaries

COSLA
Verity House
19 Haymarket Yards
EDINBURGH
EH12 5BH
T: 0131 474 9200
F: 0131 474 9292
E: tomy@cosla.gov.uk

Teachers' Panel
46 Moray Place
Edinburgh
EH3 6BH
T: 0131 225 6244
F: 0131 220 3151
E: dmorrice@eis.org.uk

Scottish Government Learning Directorate
2A South Victoria Quay
Edinburgh
EH6 6QQ
T: 0131 2440230
F: 0131 244 0957
E: Stephanie.walsh@scotland.gsi.gov.uk