

22 June 2017

JS/17/72

## Pay and Leave Specification Revised

Dear Colleague

At its meeting on 16 May 2016, the SNCT discussed progress on developing a revised Pay and Leave Specification. Payroll providers who were engaged at that time had agreed to work on automation of the specification. Since then, the SNCT joint secretaries have continued to work with payroll providers and local authorities to implement a national payroll specification.

The payroll providers have continued to work to develop the specification and have provided the joint secretaries with points for clarification and these continue to be developed. Further discussion with SPPA on Council returns to SPPA for calculating pensions is also ongoing.

It is now acknowledged that during session 2017/18 there could be issues for some authorities in implementing all aspects the specification and therefore the joint secretaries have agreed to the following:

- Local authorities should use session to 2018 to familiarise themselves with the provisions of the specification and implement any aspects their provider has automated as this happens.
- The session 2017/18 will be held as a period of grace to ensure all aspects of the specification work for each local authority.
- Local authorities should report to their payroll provider and the joint secretaries any issues they are having with implementation. The joint secretaries will work with providers and local authorities to resolve these.
- After this period of grace the joint secretaries will use the specification as a means to determine any disputes re pay calculations.

The SNCT will continue to review the handbook to ensure the changes reflected in the specification are taken account of.

As previously stated, the revised Pay and Leave specification provides a mechanism for calculating balance of leave payments.

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While the SNCT will not now move to implement the specification in full until August 2018, when the pay and leave years will be based on the start of each Council's school session, employers can use the general approach to calculating pay set out in the draft payroll specification (attached) where they wish to, subject to the following caveats:

- (i) The pay year remains 1 August to 31 July for session 2017-18. Therefore, incremental payments start on 1 August.
- (ii) The leave year remains 1 September to 31 August for session 2017-18. Balance of leave must still comply with 40 days paid leave in each leave year.
- (iii) The SNCT has still to conclude discussions on calculating sick pay in days rather than months.
- (iv) The SNCT has still to conclude guidance on maternity.

It remains open to Councils to otherwise adopt the broad principles in the pay specification where they wish to do so.

Yours sincerely

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Louise Wilson (Teachers' Panel)  
Stephanie Walsh (Scottish Government)

**Joint Secretaries**