

## PART 2

### APPENDIX 2.19: ANNEX A

#### NEW START MODEL LETTER

Dear

#### NEW START – IMPLICATIONS FOR SALARY

I refer to your employment as a Teacher effective from '1' (Start Date). In line with your Teachers Conditions of Service, your salary for the remainder of this school salary year, which runs from 1 August to 31 July each year, will be recalculated to reflect how teachers accrue pay.

Teachers Conditions of Service determine that you accrue pay at 1/235<sup>th</sup> for each School Day and In-Service Day. In addition, you also accrue Annual Leave at 40/195<sup>th</sup> (0.20513) for each of the aforementioned days.

Your salary is paid as 1/12 of your Annual Salary each month, to ensure you receive an average salary for each month worked. The result of paying your salary this way each month is that if you commence employment part way through a 'Salary Year', a calculation has to be undertaken to ensure you receive the correct salary, your annual leave entitlement is correct and you are not being over/underpaid.

In your case this has resulted in the following calculation:

- A. Number of School/In-Service Days from your start date to the end of the School Year = '2' (Days to be Calculated) days
- B. Your Annual Salary = £'3' (Annual Salary)
- C. No of Annual Leave Days accrued = '2' \* 0.20513 = '4' Days

The total gross salary that you are entitled to be paid between '1' and 31 July is:

#### Payment Due for School/In-Service Days

$$'2'/235 * £'3' = £'5'$$

PLUS

#### Payment for Accrued Annual Leave

$$'4'/235 * £'3' = £'6'$$

**Total due = £'7'**

Less the full months salary that you will be paid from ?? (This is the first Month and Year that 1/12 is paid) to August ?? Year (Part Month).

= £'3' / 12 \* ?? (No of complete months that the 1/12 of salary is paid plus 1/24 of salary for August) = **£'8'**

The salary that you are due to be paid in (First month a payment was due to be paid) = £'7' less **£'8'** = **-£'9'**

As you can see from above explanation, the calculation of the salary that you are due this month is based on the assumption that you will be receiving 1/12 of your Annual Salary for the remainder of the 'Salary Year'.

The full amount of **£'9'** will be deducted from your first salary, in (First Month that a salary payment can be made). Please contact .... To discuss an alternative repayment arrangement if you believe that this deduction will cause you financial hardship.

Yours sincerely