

**JS/12/39**

5 September 2012

Dear Colleague

**Teachers Leaving Service in August 2012**

The SNCT Joint Secretaries have been asked for advice regarding the salary and leave entitlement of teachers who leave the service in August.

The Joint Secretaries are clear that Part 2, paragraphs 5.3 and 5.8, of the SNCT Handbook apply. When a teacher leaves the service in August the calculation must be based on the number of days leave in that session, i.e. that teacher should receive 195 days pay (paid at 1/235) and 40 days annual leave (paid at 0.2051) from the first day of the school session.

When calculating this councils need to remember that the leave year starts on 1 September and runs through to 31 August, therefore the final salary of the leaver needs to take into account the service provided from the start of the school session in August 2011. Where the leaver has been employed for the full session he/she will be entitled to be paid the full annual salary for that leave year.

The SNCT issued advice on this matter annually from 2004-2007 but paragraph 5.8 in the Handbook removed the need for annual advice being issued. The 2011 Pay and Conditions agreement does not affect this provision.

Yours sincerely

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

**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 244 0230  
F: 0131 244 0957  
E: Stephanie.walsh@scotland.gsi.gov.uk