



Dear Colleague

## PAY DURING ANNUAL LEAVE

1. [PCS\(AFC\)2019/6](#) set out the approach which had been agreed with regard to the inclusion of non-contractual overtime and excess hours in the calculation of pay during annual leave.
2. The Q&A document included as Annex B of that circular explained that the national Scottish Standard Time System and ePayroll systems were being redeveloped to cope with this change, and that once these IT solutions were in place, staff would automatically receive holiday pay which took account of the agreement around non-contractual elements.
3. Until that point, a manual process was put in place which used an agreed formula to work out holiday pay over specified periods and make payments in arrears. At the time, the systems development work was expected to be complete in early 2020. However, this work has been delayed and is now not expected to be complete until October 2020.
4. Following further discussion through the Scottish Terms and Conditions Committee, it has been agreed to continue the manual system in the interim, using the same calculation method. The last manually calculated payment was made in December 2019 and covered the period 1 April 2019 to 30 November 2019.
5. It has now been agreed that the following further payment will be made:
  - In July 2020, a payment will be made covering non-contractual overtime and excess hours paid in the period 1 December 2019 to 30 June 2020. The payment for 1 December 2019 to 31 March 2020 will be calculated using the hourly rates as at 31 March 2020. The 1 April 2020 to 30 June 2020 payment will be calculated using the hourly rates as at 30 June 2020.

29 June 2020

### Addressees

#### For action

Chief Executives,  
Directors of Finance,  
Directors of Human Resources:  
NHS Boards and Special Health  
Boards, NHS National Services  
Scotland (Common Services  
Agency) and Healthcare  
Improvement Scotland

#### For information

Members, Scottish Partnership  
Forum  
Members, Scottish Terms and  
Conditions Committee  
Members, Scottish Workforce and  
Governance Committee

### Enquiries to:

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- In October 2020, a payment will be made covering non-contractual overtime and excess hours paid in the periods 1 July 2020 to 30 September 2020, using the hourly rates as at 30 September 2020.
- In November 2020, a payment will be made covering non-contractual overtime and excess hours paid in October 2020, using the hourly rates as at 31 October 2020.

6. From 1 November 2020, the recording of non-contractual overtime and excess hours within the Scottish Standard Time System should be able to automatically apply the criteria agreed in [PCS\(AFC\)2019/6](#) to ensure staff receive the correct holiday pay.

### **Action**

7. NHS Boards and Special Health Boards should ensure that the above specified payments are made.

### **Enquiries**

8. Employees should direct their personal enquiries to their employing NHS Board or Special Health Board.

9. This circular is available online at [www.publications.scot.nhs.uk](http://www.publications.scot.nhs.uk).

Yours sincerely



**LAURA ZEBALLOS**

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Workforce Pay, Practice and Engagement Division



**NATIONAL HEALTH SERVICE  
APPROVAL OF REMUNERATION AND CONDITIONS OF SERVICE**

In accordance with regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (S.I. 1991/537) the remuneration and conditions of service set out in the attached Scottish Government Health Workforce Directorate circular of 29 June 2020 – PCS(AFC)2020/2 – in respect of pay during annual leave are hereby approved for the purposes of the said Regulations.

**LAURA ZEBALLOS**

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29 June 2020