

MAIN TERMS AND CONDITIONS FOR STAFF COVER BY AGENDA FOR CHANGE

Unsocial Hours Enhancements (pensionable)

Where staff work in the evening, nights, weekends or public holidays, they are entitled to enhanced rates shown in the table below.

Column 1	Column 2	Column 3
Pay band	All time on Saturday (midnight to midnight) and any week day after 8pm and before 6am	All time on Sundays and Public Holidays (midnight to midnight)
1	Time plus 50%	Double Time
2	Time plus 44%	Time plus 88%
3	Time plus 37%	Time plus 74%
4-9	Time plus 30%	Time plus 60%

Where a continuous night/evening shift on a weekday (other than a public holiday) includes hours outside the period 8pm to 6am, the enhancements in column 2 should be applied to the whole shift if more than half of the time falls between 8pm and 6am. Staff will only receive one rate of percentage enhancement for each hour worked.

Excess Hours* (pensionable)

- Part-time staff working additional hours will receive payment at plain time, plus unsocial hours enhancements, if applicable, up to 37 hours a week. Hours worked beyond 37; overtime rates are applicable.

Overtime* (not pensionable)

- Overtime is only payable once an employee works over the full-time hours, and is only payable for the hours that exceed 37
- Overtime Rate is Time and a half, with the exception of public holidays, which is double time.

*Staff may request to take equivalent time off in lieu for hours worked, as an alternative to payment. Time off in lieu is at plain time. However, staff who for operational reasons are unable to take time off in lieu within three months should be paid.

On-call

For on-call purposes the working week is split into a maximum of 9 on-call sessions:

- Monday to Friday – 1 session each day (each session should be no more than 16 hours)
- Saturday and Sunday – 2 sessions each day (each session should be no more than 12 hours)
- Public Holiday – 2 sessions each day (each session should be no more than 12 hours)

Staff required to be on-call will be eligible for an availability allowance per on-call session. In addition to the availability allowance staff who are required to work during a period of on-call will receive payment for work done, including travel time. Payment is time and a half and double time for public holidays. Alternatively, staff may receive equivalent time off in lieu. Time off in lieu is at plain time.

On-Call Availability Allowance Payment is pensionable. Work as result of call outs is not pensionable.

Annual Leave

Length of service (Based on 37 hours full-time)	Annual leave + General Public Holidays
On appointment	27 days + 8 days (199.8 + 59.2 hours)
After 5 years service	29 days + 8 days (214.6 + 59.2 hours)
After 10 years service	33 days + 8 days (244.2 + 59.2 hours)

Length of service (Based on 36 hours full-time)	Annual leave + General Public Holidays
On appointment	27 days + 8 days (194.4 + 57.6 hours)
After 5 years service	29 days + 8 days (208.8 + 57.6 hours)
After 10 years service	33 days + 8 days (237.6 + 57.6 hours)

- Entitlement is pro-rata for part-time staff, based on contracted hours of work
- Annual leave should be calculated in hours for all staff.
- When a member of staff is on leave deduct the number of hours they would have worked that day/week from their entitlement.
- If member of staff is absent on sick leave and doesn't return until the following year; they only carry forward the deficit of 28 days (statutory entitlement) this includes public holidays.
- Refer to NHS Scotland AFC Annual Leave Policy PCS(AFC)2025/6

Sick Pay Entitlement

Employees absent from work owing to illness will be entitled to receive sick pay as detailed below:

During 1st Year of Service:	One month's full pay & two months' half pay
During 2nd Year of Service:	Two months' full pay & two months' half pay
During 3rd Year of Service:	Four months' full pay & four months' half pay
During 4th & 5th Year of Service:	Five months' full pay & five months' half pay
After completion of 5 Years Service:	Six months' full pay & six months' half pay

Entitlement to sick pay is based on a rolling 12 month period and therefore takes account of any periods of sick leave on full and half pay during the 12 months immediately preceding the first day of absence.

Full pay is inclusive of any statutory benefits, as sick pay cannot be greater than normal pay. The combined addition of statutory sick pay to half pay must not exceed full pay.