



Managers Guide

Completing eESS & SSTs for Contracts Terminated on Grounds of Incapacity (Ill Health)

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Guide for Managers: Updating eESS & SSTS for staff whose contracts are terminated on grounds of Ill Health Incapacity

Introduction

Staff whose contracts are ended on grounds of their health (IHT) are entitled to receive a period of notice depending on their Terms and Conditions.

- Agenda for Change - up to a maximum of 12 weeks (1 week per complete year of service).
- Medical and Dental & Senior Managers – up to a maximum of 3 months' notice (could be 12 or 13 weeks)

Notice period will be confirmed by Manager and/or Human Resources.

Staff are also entitled to payment of any accrued annual leave. Where staffs' absence continues into a new annual leave year they are entitled to carry forward up to a maximum of 210 hours/28 days (pro rata for part time staff), less any leave already taken (including public holidays). *Please note that annual leave continues to accrue when service is extended to cover notice, but not if pay in lieu of notice (PILON).* ([example of how to calculate annual leave for staff covered by AfC terms & conditions in appendix 1. Medical, Dental & Senior Managers annual leave will be confirmed by HR Department](#))

Process

Within the Once for Scotland Attendance Policy, there are 2 forms of notice periods:

- Payment in lieu of notice (PILON)
Final salary is paid in a lump sum at the next available pay date, or nearest available date, following the IHT meeting
- Extend Service to take account of notice
Service is extended to cover notice period (see examples below)
In most circumstances it is likely that NHSL will pay PILON, unless the staff member requests to have their service extended. Both options are available within the Once for Scotland Attendance policy.

Ill Health Panel Chair will confirm whether staff member has opted for PILON or Extended their Service to take account of their notice period.

Within the Once for Scotland Policy the termination date is determined by when/how the staff member is advised their contract is terminated;

- 1/ Verbal outcome given to staff member either at Stage 3 Meeting, or by telephone on the day of the meeting the termination date is day of the meeting
- 2/ Outcome provided in writing termination date is the assumed date of receipt of the letter (3 days after the meeting)

This document explains how this termination is recorded on eESS and how notice period is recorded on SSTS.

Section 1: eESS

Additional guidance available at: <https://www.eess.nhs.scot/mss/sop227/>

Please ensure that the relevant line manager/supervisor for the member of staff completes the information on eESS as soon as termination is confirmed. Late update of eESS can cause an overpayment which would need to be recovered adding stress to the staff member at this difficult time.

Log onto eESS

Select: Managers self service

Oracle Applications Home Page

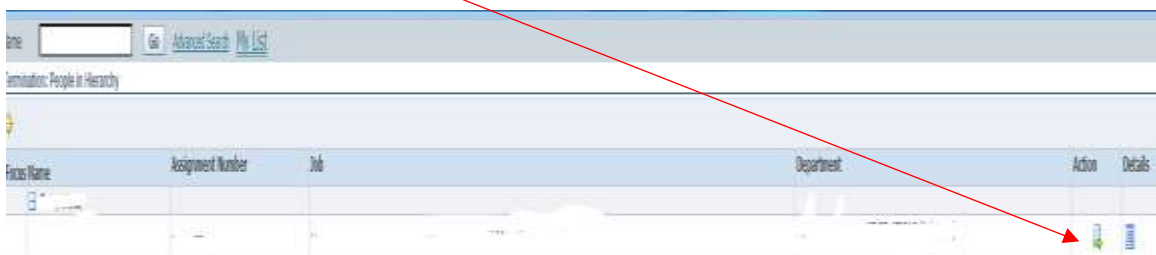


Select: Termination

Oracle Applications Home Page




Select: Correct Employee; Action



Pay in Lieu of Notice (PILON)

1/ Verbal outcome given to staff member either at Stage 3 Meeting, or by telephone on the day of the meeting the termination date is date of the meeting

Input Effective Date: Termination Date (Day of Meeting)

- ☒ Changes should take effect on the effective date as entered below
Effective Date 01-07-2021 
- ☐ Changes should take effect as soon as final approval is made

Example


Last day of work (day of meeting): 01/07/21

Notice period: 12 weeks

Annual leave accrued: 150 hours (2/7/21 to 30/7/21) [See example in appendices on how to calculate annual leave for rostered staff]

In this example you would record as follows:

Last Standard Process Date (day of meeting)	01/07/21
Final Process Date (day of meeting)	01/07/21
Date Paid to (Last day of service) [i.e. day after meeting + annual leave]	30/07/21
Last day of working (date of leaving HMRC) (day of meeting)	01/07/21

Termination Date	01/07/2021	Termination date: Day of Meeting
Notification Date	01/07/2021	Notification Date: Day of Meeting
Last Standard Process Date [enter same date as termination date]	01/07/2021	Last Standard Process Date: Day of Meeting
Final Process date [same date as termination date]	01/07/2021	Final Process Date: Day of Meeting
Reason	Ill Health	Reason: Ill health
Assignment Number		Select Correct Assignment Number and Payroll Number
Payroll Number		
Leaving Destination	Retired	Leaving Destination: Retired
Date paid to [last day of service]	30/07/2021	Date Paid to: Day after Meeting + annual leave
Last day of working [date of leaving HMRC]	01/07/2021	Last day of working (date of leaving HMRC); Day of Meeting
Undertaken Annual Leave [hours]	150	Enter any under/over taken annual Leave/public holidays
Overtaken Annual Leave [hours]		
Undertaken Public Holidays [hours]		
Overtaken Public Holidays [hours]		
Payment in lieu of notice [weeks]	12	Pay in lieu of notice: enter number of weeks' notice (will be confirmed by IHT panel chair)
Moneys to be re-paid £		
Forwarding address		
Date of Pension form issued		
Note		
Date sent to SPPA		
Comments	Ill health termination, due XX weeks lieu of notice to be PILON. Date of Ill Health Meeting DD/MM/YYYY	
		Add the following in comments box: Ill health termination, due XX weeks lieu of notice to be PILON. Date of Ill Health Meeting DD/MM/YYYY

Pay in Lieu of Notice (PILON)

2/ Outcome provided in writing termination date is the assumed date of receipt of the letter (3 days after the meeting)

Example:


Last day of work (date of meeting): 01/07/21; Notice period begins 3 days after the meeting (this example 04/07/21)

PILON: 12 weeks

Annual leave accrued: 150 hours (5/7/21 – 02/08/21) [See example in appendices on how to calculate annual leave for rostered staff]

In this example you would record as follows:

Last Standard Process Date (3 days after meeting)	04/07/21
Final Process Date (3 days after meeting)	04/07/21
Date Paid to (Last day of service) [i.e. next day following the 3 days after meeting (this example 5/7/2021) + annual leave]	02/08/21
Last day of working (date of leaving HMRC) [3 days after meeting]	04/07/21

Termination Date	04/07/21	Termination date: 3 Days after Meeting
Notification Date	04/07/21	Notification Date: 3 Days after Meeting
Last Standard Process Date [enter same date as termination date]	04/07/21	Last Standard Process Date: 3 days after meeting
Final Process date [same date as termination date]	04/07/21	Final Process Date: 3 days after meeting
Reason	Ill Health	Reason: Ill health
Assignment Number		Select Correct Assignment Number and Payroll Number
Payroll number		
Leaving destination	Retired	Leaving Destination: Retired
Date paid to [last day of service]	02/08/21	Date Paid to: next day following the 3 days after meeting + annual leave
Last day of working [date of leaving HMRC]	04/07/21	Last day of working (date of leaving HMRC); 3 days after meeting
Undertaken annual leave [hours]	150	Enter any under/over taken annual Leave/public holidays
Overtaken annual leave [hours]		
Undertaken public holidays [hours]		
Overtaken public holidays [hours]		
Payment in lieu of notice [weeks]	12	Pay in lieu of notice: enter number of weeks' notice (will be confirmed by IHT panel chair)
Moneys to be re-paid £		
Forwarding address		
Date of pension form		
Note		
Date sent to SPPA		
Comments	ill health termination due xx weeks lieu of notice to be PILON. Date of ill health meeting	

Add the following in comments box:
 Ill health termination, due XX weeks lieu of notice to be PILON.
 Date of Ill Health Meeting DD/MM/YYYY

Extend Service to Cover Notice Period

1/ Verbal outcome given to staff member either at Stage 3 Meeting, or by telephone on the day of the meeting the termination date is date of the meeting
(in this example 2/7/2021)

Example:

Last day of work: 01/07/21; notice period begins day after meeting + 12 weeks' notice period (i.e. 2/7/2021 – 24/09/2021)

Notice period: 12 weeks

Annual leave accrued: 150 hours (25/09/21 to 23/10/21) See example in appendices on how to calculate annual leave for rostered staff


In this example you would record as follows:

Last Standard Process Date (day after meeting + notice period) 24/09/21

Final Process Date (day after meeting + notice period) 24/09/21

Date Paid to (Last day of service) [i.e. day after meeting + notice period + annual leave] 23/10/21

Last day of working (date of leaving HMRC) (date of meeting + notice period) 24/09/21

Termination Date	01/07/2021	Termination date
Notification Date	24/09/2021	Notification Date: day after meeting
Last Standard Process Date	24/09/2021	Last Standard Process Date: day after meeting + notice period
Final Process Date	24/09/2021	Final Process Date: day after meeting + notice period
Reason	Ill Health	Reason: Ill health
Assignment Number		Select Correct Assignment Number and Payroll Number
Payroll Number		
Leaving destination	Retired	Leaving Destination: Retired
Date paid to [last day of service]	23/10/2021	Date Paid to: day after meeting + notice period + annual leave
Last day of working [date of leaving HMRC]	24/09/2021	Last day of working (date of leaving HMRC); day after meeting + notice period
Undertaken annual leave [hours]	150	Enter any under/over taken annual Leave/public holidays
Overtaken annual leave [hours]		
Undertaken public holidays		
Overtaken public holidays [hours]		
Payment in lieu of notice		
Moneys to be re-paid £		
Forwarding address		
Date of pension form issued		
Note		
Date sent to SPPA		
Comments	Add the following in comments box: Service to be extended to cover XX weeks' notice Date of ill health meeting 01/07/2021	

Extend Service to Cover Notice Period

2/ Outcome provided in writing termination date is the assumed date of receipt of the letter (3 days after the meeting)

Example:

Last day of work: 01/07/21; 12 weeks' notice period begins 3 days after meeting (i.e. 04/07/21 to 26/09/2021)

Annual leave accrued: 150 hours (27/09/21 to 25/10/21) See example in appendices on how to calculate annual leave for rostered staff

In this example you would record as follows:

<i>Last Standard Process Date (3 days after meeting + notice period)</i>	26/09/21
<i>Final Process Date (3 days after meeting + notice period)</i>	26/09/21
<i>Date Paid to (Last day of service) [i.e. 3 days after meeting + notice period + annual leave]</i>	25/10/21
<i>Last day of working (date of leaving HMRC) [3 days after meeting + notice period]</i>	27/09/21

Termination Date	<input type="text" value="26/09/21"/>	Termination date: 3 Days after Meeting + notice period
Notification Date	<input type="text" value="26/09/21"/>	Notification Date: 3 Days after Meeting + notice period
Last Standard Process Date	<input type="text" value="26/09/21"/>	Last Standard Process Date: 3 days after meeting + notice period
Final Process date	<input type="text" value="26/09/21"/>	Final Process Date: 3 days after meeting + Notice Period
Reason	<input type="text" value="Ill Health"/>	Reason: Ill health
Assignment Number	<input type="text"/>	Select Correct Assignment Number and Payroll Number
Payroll number	<input type="text" value="↓"/>	
Leaving destination	<input type="text" value="Retired"/>	Leaving Destination: Retired
Date paid to [last day of service]	<input type="text" value="25/10/21"/>	Date Paid to: 3 days after meeting + Notice Period + annual leave
Last day of working [date of leaving HMRC]	<input type="text" value="26/09/21"/>	Last day of working (date of leaving HMRC); 3 days after meeting
Undertaken annual leave [hours]	<input type="text" value="150"/>	Enter any under/over taken annual Leave/public holidays
Overtaken annual leave [hours]	<input type="text"/>	
Undertaken public holidays [hours]	<input type="text"/>	
Overtaken public holidays [hours]	<input type="text"/>	
Payment in lieu of notice [weeks]	<input type="text"/>	
Moneys to be re-paid £	<input type="text"/>	
Forwarding address	<input type="text"/>	
Date of pension form issued	<input type="text"/>	
Note	<input type="text"/>	
Date sent to SPPA	<input type="text"/>	
Comments	<div>ill health termination contract to be extended by XX weeks to cover notice period. Date of ill health meeting 01/07/2021</div>	

Add the following in comments box:
ill health termination contract to be extended by XX weeks to cover notice period.
Date of Ill Health Meeting DD/MM/YYYY

Section 2: SSTS

Payroll notes are extracted a month in arrears, therefore this example would not be visible to payroll until August 2021. An email should also be sent to payroll to ensure no delay in processing: epayroll.lanarkshire@lanarkshire.scot.nhs.uk

Delays in updating system and notifying payroll, could result in staff not being paid appropriately and may have a detrimental impact on their SPPA pension. Payroll notes need to be authorised to ensure they pass to payroll, ensure authorisation completed to ensure no delay in payroll being able to process accordingly.

A: Pay in Lieu of Notice (PILON)

1/ Verbal outcome given to staff member either at Stage 3 Meeting, or by telephone on the day of the meeting the termination date is date of the meeting

- Open Interactive Roster
- Select correct employee
- Select Payroll Note

Note

Ill health termination, XX weeks lieu of notice to be PILON.
XX hours A/L overtaken/undertaken

Select Payroll note

Ill Health Termination; due xx weeks lieu of notice (PILON)

Start: 01/07/2021

End: 01/07/2021

Type: Payroll

Start Date (date of meeting)

&
End Date (date of meeting)

From day after termination date record undertaken annual leave on SSTS as follows:

- Open Interactive Roster
- Select correct employee
- Select Create Absence

Shift Details
Remove Shift
Create Absence
Create Absence Request
Create Shift Request
Create Note
New Bank Request/Direct Offer
Unconfirm Shift

Record Absence Type: A/L - Annual Leave

Absence Type: AL - Annual leave

Absence Type Reason: AL Current Year

Enter dates:

Start	02/07/2021
End	29/07/2021

Start Date: Date after last day of work (day after meeting)

End Date: Date of Termination (date paid to include annual leave)

A: Pay in Lieu of Notice (PILON)

2/ Outcome provided in writing termination date is the assumed date of receipt of the letter
(3 days after the meeting)

Add a Payroll note

- Open Interactive Roster
- Select correct employee
- Select Create Note

Shift Details
Remove Shift
Create Absence
Create Absence Request
Create Shift Request
Create Note
New Bank Request/Direct Offer
Unconfirm Shift

Note

Ill health termination, XX weeks lieu of notice to be PILON.
XX hours A/L overtaken/undertaken

Ill Health Termination; due xx weeks lieu of notice (PILON)

Start 04/07/2021

End 04/07/2021

Type: Payroll

Start Date (3 days after meeting)

&

End Date (3 days after meeting)

Select payroll from drop down menu

From 4 days after termination date (i.e. 5/7/2021 in this example) any undertaken annual leave to be recorded on SSTS as follows:

- Open Interactive Roster
- Select correct employee
- Select Create Absence

Shift Details
Remove Shift
Create Absence
Create Absence Request
Create Shift Request
Create Note
New Bank Request/Direct Offer
Unconfirm Shift

Record Absence Type: A/L - Annual Leave

Absence Type AL - Annual leave

Absence Type Reason AL Current Year

Start Date and Time 05/07/2021 00:00

End Date and Time 02/08/2021 23:59

Start Date (4 days after meeting)

&

End Date: Date of Termination
(date paid to include annual leave)

B: Extend Service to Cover Notice Period

1/ Verbal outcome given to staff member either at Stage 3 Meeting, or by telephone on the day of the meeting the termination date is date of the meeting

- Open Interactive Roster
- Select correct employee
- Select Create Absence

Shift Details
Remove Shift
Create Absence
Create Absence Request

Record Absence type: **PN – Absence during period of notice**

Absence Type **PN - Absence during period of notice** ▼

Enter dates:

Start **02/07/2021** [Calendar Icon]
End **23/09/2021** [Calendar Icon]

Start Date: Date after last day of work
(day after meeting)

End Date: Date of Termination
(date paid to including notice)

From end of notice period (date paid to including notice period) any undertaken annual leave to be recorded on SSTS as follows:

Record Absence Type: **A/L - Annual Leave**

Absence Type **AL - Annual leave** ▼
Absence Type Reason **AL Current Year** ▼

Enter dates:

Start Date and Time **24/09/2021** [Calendar Icon] **00:00**
End Date and Time **21/10/2021** [Calendar Icon] **23:59**

Start Date: Day after paid notice period

End Date: Date of Termination
(date paid to including notice period and outstanding annual leave)

Add payroll note:

Select create note

Shift Details
Remove Shift
Create Absence
Create Absence Request
Create Shift Request
Create Note
New Bank Request/Direct Officer
Unconfirm Shift

Add note in comment box

Note **Contract extended to cover xx weeks notice period, effective from DD/MM/YY + xx days annual leave.**

Contract extended to cover xx weeks' notice period, effective from DD/MM/YY (day after meeting)

xx days annual leave under/over taken

Start **02/07/2021** [Calendar Icon]
End **02/07/2021** [Calendar Icon]

Enter Start

&

End Date:

Both day after last day of work
(day after meeting)

B: Extend Service to Cover Notice Period

2/ Outcome provided in writing termination date is the assumed date of receipt of the letter
(3 days after the meeting)

- Open Interactive Roster
- Select correct employee
- Select Create Absence

Shift Details
Remove Shift
Create Absence
Create Absence Request

Record Absence type: PN – Absence during period of notice

Absence Type **PN - Absence during period of notice** ▼

Enter dates:

Start 04/07/2021

End 26/09/2021

Start Date: 3 days after meeting

End Date: date paid to including notice period (i.e. 4/7/2021 – 26/09/2021)

From end of notice period (date paid to including notice period) any undertaken annual leave to be recorded on SSTS as follows:

Record Absence Type: A/L - Annual Leave

Absence Type **AL - Annual leave** ▼

Absence Type Reason **AL Current Year** ▼

Enter dates:

Start 27/09/2021

End 25/10/2021

Start Date: Day after paid notice period

End Date: Date of Termination
(date paid to including notice period and outstanding annual leave)

Add payroll note:

Select create note

Shift Details
Remove Shift
Create Absence
Create Absence Request
Create Shift Request
Create Note
New Bank Request/Direct Offer
Unconfirm Shift

Add note in comment box

Note Contract extended to cover xx weeks notice period, effective from DD/MM/YY + xx days annual leave.

Contract extended to cover xx weeks' notice period, effective from DD/MM/YY (3 days after meeting)

xx days annual leave under/over taken

Start 04/07/2021

End 04/07/2021

Type Payroll

Enter Start & End Date:
Both 3 days after date of meeting

Select payroll note from drop down menu

Appendix 1

Calculate Annual Leave (AfC STAFF ONLY) – PILON

Example 1: Full time member of staff with 247.5 hours leave entitlement:

Sick leave from 18/8/2020 to 30/6/2021

Maximum carry forward of annual leave 210 hours

Less Annual leave taken 1/4/2020 – 31/3/2021 193.3 hours (inclusive of public holidays)

Actual carry forward to 210 – 193.3 = 16.7 hours carry forward (to 2021/2022 leave year)

To work out Annual leave accrued 1/4/21 – 01/07/21 use annual leave calculator; [Annual Leave Calculator](#)

Enter your details in this section	
Start Date	01/04/2021
End Date	01/07/2021

Insert start date

Insert end date

Enter annual leave entitlement (No. of days)	33
Enter Weekly Contracted Hours	37.5

Insert annual leave entitlement

Insert weekly contracted hours

Number of Public Holidays in this Period	3
--	---

Entitlement	
Annual Leave	63.1
Public Holiday	22.5
Total Hours	85.6

Annual leave entitlement to be paid for current year (+ any carry forward leave from previous year)

Leave carried forward 2020/2021: 16.7 hours

Annual leave entitlement 1/4/21 – 01/07/21: 85.6 hours +

Total leave to be paid: 102 hours (rounded to nearest full hr)

For staff whose shifts are rotational, the underlying shifts need to be used to calculate the dates for annual leave as per example below:

Week 1	Wed 01/07	Rostered to work 2 x 11.5 shifts	23 hours (2 shifts as absent on sick leave up to Tuesday 30/6)
Week 2	08/07	Rostered to work 3 x 11.5 shifts	34.5 hours
Week 3	15/07	Rostered to work 3 x 11.5 shifts	34.5 hours
Week 4	22/07	Rostered to work 1 x 10 shift	<u>10 hours*</u>

Total Leave due to be paid 102 Hours

*To ensure staff are not overpaid, the last shift should be recorded as 10 hours, (e.g. 0800 – 18.30/30). In addition, a payroll note should be added on SSTS confirming the number of hours leave undertaken leave to be paid, in this example the note would be:

“102 hours leave undertaken to be paid in final salary”

Calculate Annual Leave (AfC STAFF ONLY) – Extend Service to Cover Notice Period

Full time member of staff with 247.5 hours leave entitlement:

Sick leave from 18/8/2020 to 30/6/2021

Maximum carry forward of annual leave 210 hours

Less Annual leave taken 1/4/2020 – 31/3/2021 197.8 hours (inclusive of public holidays)

Actual carry forward 210 – 197.8 = 12.2 hours carry forward (to 2021/2022 leave year)

Example of calculating entitlement to be paid:

Carried forward 12.2 hours

To work out Annual leave accrued 1/4/21 – 24/9/21* use annual leave calculator; [Annual Leave Calculator](#)

(*Date extended to cover notice period, which accrues annual leave)

Enter your details in this section

Start Date	01/04/2021
End Date	24/09/2021
Enter Annual Leave Entitlement (No. of Days)	33
Enter Weekly Contracted Hours	37.5

Number Public Holidays In Period 3

	Entitlement
Annual Leave	120.00
Public Holiday	22.50
Total Hours	142.50

Insert start date

Insert end date (date of meeting extended to cover notice period which also accrues annual leave)

Insert annual leave entitlement

Insert weekly contracted hours

Annual leave entitlement to be paid for current year (+ any carry forward)

Leave carried forward 2019/2020: 12.2 hours

Annual leave entitlement 1/4/21 – 24/9/21: 142.5 hours +

Total leave to be paid: 155 hours

For staff whose shifts are rotational, the underlying shifts need to be used to calculate the dates for annual leave as per example below:

Week 1	Thus 24/9	Rostered to work 2 x shifts	23 hours (2 shifts as absent on sick leave up to Tuesday 22/9)
Week 2	28/9	Rostered to work 3 x 11.5 shifts	34.5 hours
Week 3	05/10	Rostered to work 3 x 11.5 shifts	34.5 hours
Week 4	12/10	Rostered to work 3 x 11.5 shifts	34.5 hours
Week 5	19/10	Rostered to work 2 x 11.5 shifts & 1 x 5.5-hour shift	<u>28.5 hours*</u>

Total Leave due to be paid 155 Hours

Last working day 22 October (this is the last day rostered to work in week beginning 19/10)

* To ensure staff are not overpaid, the last shift should be recorded as 4.5 hours, (e.g. 0900 – 1330/00). In addition, a payroll note should be added on SSTS confirming the number of hours leave undertaken leave to be paid, in this example the note would be:

“154 hours leave undertaken to be paid in final salary”