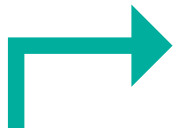


Public Health England non-pay terms and conditions



These terms and conditions are those that will apply to future staff in Public Health England. They do not apply to staff in the “ring-fenced” group.

The Civil Service Reform Plan¹² and Proposals on changes to the Agenda for Change agreement¹³ (published in November 2012) set out plans to review some Civil Service and Agenda for Change terms and conditions respectively. These reviews are not complete and firm proposals for change have not yet been agreed.

This People Transition Policy sets out the proposed Public Health England terms and conditions and would be subject to change.

Annual leave

The annual leave entitlement for Public Health England staff is set out in the following table.

Length of service	Entitlement
Less than 5 years' service	26 days per annum annual leave plus additional 8 days that cover bank holidays and privilege days
More than 5 years' service but less than 10 years' service	28 days per annum annual leave plus additional 8 days that cover bank holidays and privilege days
Over 10 years' service	32 days per annum annual leave plus additional 8 days that cover bank holidays and privilege days

As Civil Servants, Public Health England staff will also be granted one day's holiday in recognition of the Queen's Official Birthday on either the Friday preceding or the Tuesday after the Spring Bank Holiday.





Hours of work

Public Health England staff will be contracted to work an average of 37.5 hours per week.

Overtime

Prior authority for overtime working must be given by the appropriate budget holder/line manager. When overtime is performed by Public Health England staff in grades below Executive Officer (EO), it should normally be directly supervised by a manager at EO level or above. Overtime rates for new recruits to Public Health England are based on basic pay alone.

Public Health England staff may, if they request, be given time off in lieu of payment at management discretion up to the actual numbers of hours worked.

No monetary compensation is paid to staff required to attend on a privilege holiday, but they may be allowed time off in lieu up to the actual number of hours worked.

On-call arrangements

Pay enhancements for on-call cover are paid. The value of the enhancements is a percentage of basic pay and payment is determined by the frequency of the on-call commitment. The Health Protection Agency's addendum to on-call payments effective from 1 October 2012 will be used as an interim policy on the establishment of Public Health England. This is included as an appendix at the end of this factsheet.

Public Health England staff called in during an on-call period receive payment for the work done, including travel time, at the overtime rate.

Sickness

Maximum sickness benefits for PHE staff will accrue with service as shown in the following table:

Length of service	Sickness entitlement
1st year of service	1 month full pay then 2 months half pay
2nd year of service	2 months full pay then 2 months half pay
3rd year for service	4 months full pay then 4 months half pay
4th and 5th year of service	5 months full pay then 5 months half pay
6th year of service and greater	6 months full pay then 6 months half pay

Sickness reporting process and other sickness matters will be published in the Public Health England sickness policy that will be available prior to the organisation's start.

Maternity leave

Public Health England will offer the following benefits to its staff for maternity leave.





Public Health England staff with more than one year's continuous service 11 weeks before the baby is due:

Staff returning to work

- up to 52 weeks leave
- contractual maternity pay for the Civil Service must allow a woman member of staff paid maternity leave of at least three months and one week for monthly-paid staff.

Staff not returning to work

- Ordinary Maternity Pay (OMP) = nil
- Statutory Maternity Pay (SMP) = six weeks at 9/10th of average weekly pay plus 33 weeks SMP.

Staff with less than 52 weeks but at least 26 weeks' service by the qualifying week:

- up to 52 weeks' leave
- OMP = nil
- SMP = six weeks at 9/10th of average weekly pay plus 33 weeks SMP.

Staff with less than 26 weeks' service by the qualifying week

- OMP = nil
- Maternity allowance may apply.

Paternity leave

Public Health England will offer the following benefits regarding to its staff for paternity leave.

Public Health England staff with less than 26 weeks' service will be entitled to 10 working days leave (three days paid and seven days unpaid). Civil Service terms do not require departments to pay salary for paternity leave where there is less than 26 weeks' service.

Once 26 weeks' service has been achieved ending with the 15th week before the baby is due Public Health England staff will be entitled to two weeks' paid leave at full pay.

For a part-time worker this will be based on the number of days they are contracted to work, eg two days per week then two weeks will equate to four days.

Public Health England staff may also have a legal entitlement to Additional Paternity Leave.

Additional paternity leave

Additional paternity leaves allows employees to take up to 26 weeks' leave to care for their new child once the mother or primary adopter has returned to work.

The earliest that this leave can commence is 20 weeks after the date on which the child is born, or 20 weeks after the date of the placement of the child for adoption, and it must end no later than 12 months after that birth/placement date. It can only be taken where the mother or primary adopter has returned to work.

Employees may qualify for Additional Statutory Paternity Pay for some of the Additional Paternity Leave Period. If employees qualify for Additional Statutory Paternity Pay this will be payable for the remainder of the mother or primary adopter's untaken 39 weeks statutory pay period. Any leave taken after the 39th week of the statutory pay period will be unpaid.





Notice periods from Public Health England staff

One month's notice is required from Public Health England staff in grades AO to SEO. Three months' notice is required from Public Health England staff above Grade 7.

Notice periods from Public Health England

As Civil Servants, Public Health England staff do not have a right to a period of notice when their employment is terminated. In practice Public Health England will apply at least the statutory minimum periods of notice.

The following periods of notice as specified in the Civil Service Management Code are the minimum that will be given to staff who:

- a. retire on age grounds; or
- b. are dismissed on grounds of inefficiency; or
- c. are dismissed as a result of disciplinary proceedings in circumstances where summary dismissal is not justified; or
- d. have their probationary periods terminated.

Continuous service for	Monthly paid staff
Up to 4 years	5 weeks
Over 4 years	1 week plus 1 week for every year of continuous service to a maximum of 13 weeks

Medical early retirement

Staff who are retired on medical grounds will be given the period of notice set out above subject to the following minimum periods:

- a. five weeks during probationary service. This may be extended by up to a further three weeks if the officer (or the appropriate trade union) is considering an appeal; or
- b. nine weeks in other cases, unless a shorter period is agreed.

Compulsory termination of appointment

Staff are entitled to three months' notice (or period equal to the unexpired part of their fixed period of employment specified in their contract, where this is less) unless staff have a contractual right to a different period. This does not apply to:

- a. flexible and approved early retirement and voluntary redundancy, where the date of termination is agreed.
- b. summary dismissal which is the result of disciplinary proceedings or which is otherwise justified at common law, or
- c. certain staff over age 60 who, if made compulsorily redundant, will be given 12





months' notice if they have less than 10 years' service or nine months' notice if they have 10-25 years' service, provided that this notice does not extend beyond their 65th birthday.

Voluntary termination of appointment

Staff are entitled to three months' notice (or period equal to the unexpired part of their fixed period of employment specified in their contract, where this is less).

Honorary contracts

Honorary contracts have been a necessary feature of the NHS system and for the Health Protection Agency in order to facilitate joint working on research and

other projects as well as access to NHS conditions of employment and facilities.

A policy for Public Health England is under review to take account of required working relationships in the new public health system. We will provide an update on progress in the New Year.

¹² <http://www.civilservice.gov.uk/reform>

¹³ <http://www.nhsemployers.org/SiteCollectionDocuments/Proposals%20on%20changes%20to%20the%20Agenda%20for%20Change%20agreement%209%20NOV%202012.pdf>



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Appendix: Health Protection Agency Addendum to On-Call Payments Agreement for Staff Employed on Agenda for Change Terms and Conditions: Provisions for a minimum payment for on call work (effective from 1 October 2012)

1. Payment for on-call work for employees not required to attend a work place outside the home during a Standard On-Call Period

1.1 It is recognised that there are Health Protection Agency staff delivering on-call services who are not required to return to their normal workplace in order to respond to a call or alert. Typically, this work would involve a combination of telephone advice, remotely accessing computer-based information, drafting guidance and associated activities. In some circumstances, this could involve a considerable volume of work over a number of hours causing significant disruption for the individual concerned.

1.2 Employees providing such services will be required to keep a record of calls received together with the period spent working in response to each call. In addition to the basic on call payment entitlements, such individuals will then be able to make a claim for an overtime payment for any hours worked and the claim must be authorised by the appropriate line manager.

1.3 In all circumstances, (no matter the period taken), the minimum claim for the first call only during a single on call period will be payment for 30 minutes. For example, a working period lasting 20 minutes would be rounded up to 30

minutes and the individual can claim 30 minutes in response to that call.

1.4 Individual call outs that last more than 30 minutes (for that first call) will be paid accordingly. Call time should be rounded up to the nearest 15 minutes. For example, working time lasting 40 minutes will be rounded up to 45 minutes and overtime claimed for 45 minutes.

1.5 Subsequent calls should be measured in actual length of work and totalled at the end of the on-call period (see section 3).

2. Payment for on-call work for employees required to attend a work place outside the home during a Standard On-Call Period

2.1 Employees who are called into work during a period of on-call will receive payment for the period of time they are required to attend, including any travel time. The "period" is defined as the time from when an "alert" or call is received by the individual to the time the individual returns home.

2.2 In all circumstances, (no matter the period taken), the minimum claim for the first call only during a single on call period will be payment for two hours. For example, if travel time plus the time for completing the on-call work is 55 minutes, the individual can claim two hours in response to that call.

2.3 Individual call outs that last more than two hours (for that first call) will be paid accordingly. Call time should be rounded up to the nearest 15 minutes.





For example, working time lasting two hours and 20 minutes will be rounded up to two hours and 30 minutes and overtime claimed for 2.5 hours.

2.4 Subsequent calls should be measured in actual length of work and totalled at the end of the on-call period. (See section 3),

2.5 Travel time associated with on-call commitment will be paid at the same rate as that applicable to the work done up to a maximum of normally 45 minutes each way, to the normal work place.

2.6 Employees providing such services will be required to keep a record of the period of time spent working in response to each call, including travel time.

3. Multiple call outs in one standard on call period

3.1 Multiple call outs during the standard on-call period is aggregated and claims paid for the total period that an individual is required to work on call. Note: a minimum 30 minutes (for payment for on call work for employees not required to attend a work place) or two hours (for payment for on-call work for employees required to attend a work place) will apply. This minimum payment only applies to the first call in any on-call period.

3.2 Examples are as follows for each on-call scenario: (that will form part of a future Q&A document).

On-call frequency (eg one in four) as described by reference to a defined period, for example, an on-call (out of hours) period from 5pm to 9am the following morning.

Table 1. Payment for work to employees not required to attend a workplace within a defined on-call period (for payroll purposes a claim in minutes is paid as a decimal equivalent for time to be claimed less than 60 minutes).

Record of calls	Time spent working in response to a call	Claim for payment
Call one	20 minutes	30 minutes (rounded up to 30 minutes and paid as 0.50h).
Call two	35 minutes	35 minutes (paid as 0.58h)
Call three	45 minutes	45 minutes (paid as 0.75h)
Total claim	110 minutes (claim is for one hour and 50 minutes) paid	