

**Reference: 2026-035**

Thank you for your email in which you requested the following information under the Freedom of Information Act 2000 (FOIA):

**Please provide the following information for each grade and band within your organisation:**

**Pay & Progression**

1. **Salary ranges.** For each grade or band, please provide the minimum and maximum salary or spot rate. Where applicable, please include locational pay ranges or allowances, for example London or other regional pay.
2. **Grade structure.** Where your organisation operates its own grading structure, please confirm the equivalent Civil Service grade for each band.
3. **Pay deal arrangements.** Please confirm your organisation's headline 2025 pay award and the average increase in remuneration costs. Where applicable, please also summarise any changes to terms and conditions associated with the award, and confirm whether an HM Treasury approved pay flexibility case was used to increase remuneration costs above the 2025 Civil Service Pay Remit.
4. **Pay progression.** Please confirm how staff progress to the maximum pay point within their grade or pay band, for example time served progression, performance-based progression, or discretionary progression.
5. **Non-consolidated pay.** Please confirm whether your organisation operates a non-consolidated pay pot, including bonuses or reward and recognition schemes. Provide the total value expressed both as a percentage of the pay bill and in monetary terms.

**Working Hours & Overtime Arrangements**

6. **Contracted working hours and breaks.** Please confirm the contracted working hours used for hourly pay and National Living Wage calculations, including whether hours are gross or net, whether breaks (i.e. lunch) are paid or unpaid, and any variations by grade or contract.
7. **Weekly calculation.** Please confirm whether contractual pay calculations are based on 52 weeks, 52.2 weeks, or another arrangement, particularly in the context of National Living Wage calculations.
8. **Overtime, TOIL and On Call.** Please provide details of overtime arrangements, including payment rates (i.e. Plain Time, Double Time etc), and whether TOIL or on call arrangements apply, including any allowances or grade-based variations.

**Leave (including Annual, Family, Sickness and Special leave)**

10. **Annual leave.** Please confirm annual leave entitlements for all grades, including public holidays and any privilege or legacy holidays, and whether entitlements increase with length of service.
11. **Flexi Leave.** Where a flexible working hours scheme is in place, please confirm whether flexi leave or equivalent time off is permitted, and any limits that apply.
12. **Leave year and carry over.** Please confirm how annual leave years are determined (i.e. Anniversary of start date, or 1 Apr – 31 Mar etc.) and the maximum leave that may be carried over into or anticipated from a future leave year, including any exceptions.

13. **Buying and selling leave.** Please confirm whether staff may buy or sell annual leave and, if so, any limits and the rate of pay calculation used when buying/selling leave.
14. **Family and special leave.** Please provide summary pay details for maternity, paternity, shared parental, adoption, fertility and bereavement leave provisions.
15. **Sick leave.** Please confirm sick pay entitlements including full pay and half pay periods, and whether disability related absence is treated differently for attendance management purposes.
16. **Volunteering leave.** Please confirm whether volunteering leave is available and the number of days or hours provided.

## **Response**

Please see below our response to your questions in the order asked.

### **Question 1 – Salary Ranges**

<b><u>Delegated Pay Award</u></b>			
<b>Grade</b>	<b>Type</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Band G (Apprentice)</b>	Spot Rate	£24,409	
<b>Band F (Administrative Officer)</b>	Spot rate	£28,863	
<b>Band E (Executive Officer)</b>	Corporate	£29,646	£34,908
	Digital	£32,921	£36,653
	Operational	£29,646	£34,908
<b>Band D (Higher Executive Officer)</b>	Corporate	£35,556	£39,083
	Digital	£39,809	£42,440
	Operational	£35,556	£43,124
	Investigator Start Point	£38,151	£43,124
<b>Band C (Senior Executive Officer)</b>	Corporate	£41,484	£46,235
	Digital	£45,312	£51,508
	Operational	£42,563	£50,678
	Investigator Start Point	£44,232	£50,678
<b>Band B (Grade 7)</b>	Corporate	£57,602	£68,167
	Digital	£62,878	£71,576
	Operational	£59,971	£69,666

<b>Band A (Grade 6)</b>	Corporate	£73,365	£81,630
	Digital	£75,781	£86,139
	Operational	£74,670	£85,988

### **Question 2 – Grade Structure**

<b>SFO Grading</b>
Apprentice / Administrative Assistant (AA)
Administrative Office (AO)
Executive Officer (EO)
Higher Executive Officer (HEO)
Senior Executive Officer (SEO)
Grade 7
Grade 6

### **Question 3 – Pay Deal Arrangements**

The average pay award amounted to 3.6% - within CS Pay Remit. The Serious Fraud Office did not submit a case to HMT for pay flexibility for 2025/26 pay year.

### **Question 4 – Pay Progression**

The Serious Fraud Office does not have a mechanism or strategy for employees to progress to the maximum salary point within their grade.

### **Question 5 – Non-consolidated Pay**

#### **Reward and Recognition**

SFO colleagues are eligible for Reward and Recognition (R&R). Nominations for awards between £100 and £2,500 may be made at any time during the year. Individuals and team members may be recognised through R&R for the efforts they have made and the impacts that have resulted that help the SFO achieve its ambitions.

- **Success: Up to £1,000**  
Rewarding a particularly demanding one-off piece of work completed outside normal responsibilities or via additional effort over a discrete time period.
- **Excellence: £1,500**  
Rewarding complex work that has made a substantial difference to the SFO.
- **Exceptional: £2,500**  
For rewarding pieces of work that have made an exceptional difference to the SFO.

**Ensuring fairness:** On a monthly basis, a panel made up of a selection of the Senior Leadership Team will review awards made by all divisions, based on data provided by

the Finance Division. Discussions will be facilitated by the Pay and Reward Manager, who will provide advice to the panel as needed. The panel will monitor the content, value and the nominating division of awards, with the intention of assuring fair and full distribution of the SFO's non-consolidated R&R 'pot'.

Reward and Recognition Budget: For information on SFO's budget for Reward and Recognition please refer to the information located on the government website here: <https://www.gov.uk/government/publications/sfo-annual-report-and-accounts-2024-25> .

The information in the link pertains to 2024/25 as this is the most up to date information publicly accessible.

### Simply Thanks

Simply Thanks offers the opportunity to let colleagues know their work has been appreciated or something they have done demonstrates the SFO's values. All permanent and temporary SFO employees are eligible. These rewards are a fixed amount of £50 and will be provided in the form of an e-voucher and are limited to a maximum of six vouchers per financial year.

Simply Thanks Budget: For information regarding SFO's budget for Simply Thanks vouchers please refer to the information located on the government website here: <https://www.gov.uk/government/publications/sfo-annual-report-and-accounts-2024-25> .

The information in the link pertains to 2024/25 as this is the most up to date information publicly accessible.

### **Question 6 – Contracted Working Hours and Breaks**

SFO's salary calculations are based off of 36 net hour contracts for all employees. To calculate an employee's day rate, a 36-hour weekly basis is used.

### **Question 7 – Weekly Calculation**

Hourly rates are calculated based off of 36 net hour contracts. We are not aware of any week-per year calculations in use.

### **Question 8 – Overtime, TOIL and On Call**

<b>Overtime</b>			
Grade and Days of the Week Claimable:			
Days of the week	Up to and including EO	HEO & SEO	Grade 6 & 7

Monday to Friday	Paid at time and a half rate OR TOIL	Paid at plain time rate OR TOIL	Normally Nil but TOIL or discretionary payments at plain time rate may be made to employees at Grade 6 & 7 Level
Saturday	Paid at double time rate or TOIL	Paid at time and a half rate OR TOIL	As above
Sunday/Bank Holidays	Paid at double time rate OR plain time rate plus TOIL	Paid at double time rate OR plain time rate plus TOIL	As above

#### Claiming for time off in lieu (TOIL)

Time Off In Lieu (TOIL) should be taken in accordance with the table above. Any TOIL taken must be recorded, approved and certified in advance by the line manager. Please note that if you claim TOIL you are not permitted to claim overtime for the same period unless the claim relates to overtime worked on Sundays/Bank Holidays and is in accordance with the provisions set out in the above table.

#### On Call Allowance

On Call Allowance is available to an employee who has a specific and agreed commitment to be continuously and immediately available outside of normal office hours. The rates of allowance payable to staff up to and including Grade 6 are as follows and claims should be submitted on the On Call Allowance form:

Overnight [between 5pm and 9am] - £4.69

Any continuous 24 hour period [which begins after 5pm on a Friday] - £13.37

Any continuous 24 hour period during a bank holiday - £16.93.

**There was no question number 9.**

#### **Question 10 – Annual Leave**

<b>Annual Leave (Delegated Grades)</b>		
Employees appointed on or prior to 31 December 2015		
Grade	Length of Service	Entitlement
AA-G6	On entry	26.5
	5+ years	32.5
Employees appointed on or after 1 January 2016		
Grade	Length of Service	Entitlement
AA-G6	On entry	25
	5+ years	30

All full-time employees are entitled to paid leave for the standard 8 public holidays throughout the year in addition to their annual leave entitlement. This also applies to any additional public holidays that may be granted. The standard public holidays that apply are: New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Late Summer Bank Holiday, Christmas Day and Boxing Day. In addition to public holidays, all staff are entitled to 1 day per year for the King's Birthday. This is a floating day which can be taken at any time, between the end of May and the end of August.

Employees who are contracted to work less than 41 hours per week (or who work compressed hours) are entitled to time off for public holidays and the King's Birthday on a pro-rata basis. These employees are expected to keep a record of their public holiday Leave entitlement along with their normal annual leave recording.

### **Question 11 – Flexi Leave**

Employees can take up to one and a half days off each accounting period in respect of credit hours carried- over, subject to their line manager's approval. However, employees cannot take Flexi leave if they are already in debit or if it means that they will go into debit.

### **Question 12 – Leave Year and Carry Over**

#### **Leave Year**

The annual leave year runs from the employee's start date with the SFO for a further 12 months, and thereafter at every anniversary of the employee joining.

#### **Carry Over**

A maximum of ten days may be carried over to the next annual leave year without prior approval subject to employees taking a minimum of 20 days within the current annual leave year. Part time workers are permitted to carry over the equivalent amount of leave proportionate to the hours they work (e.g. an employee working 3 days a week would be able to carry over a maximum of 6 days leave).

In exceptional circumstances, Line managers have discretion to agree to a higher level of leave carry over if an employee has not been able to take all their accrued annual leave. Where this does occur, there must be a plan to ensure the full entitlement is taken during the following leave year.

In exceptional circumstances, employees may bring annual leave forward from the upcoming annual leave year subject to approval. Heads of Division have discretion to authorise the request if the employee is still guaranteed to have at least 20 days annual leave in the next leave year (pro-rata for part-time staff).

### **Question 13 – Buying and Selling Leave**

The Buying and Selling of Annual Leave scheme allows employees to increase or decrease their annual leave entitlement in the course of the leave year.

Employees who have completed 6 months service may buy or sell their annual leave entitlement, subject to their Line Manager's agreement.

Employees may only buy or sell a maximum of 5 days in any leave year, and only full days can be bought or sold.

Employees are not permitted to sell annual leave if that would result in them taking less than 20 days annual leave per year (excluding public holidays).

Annual Leave may only be bought or sold during the final month of the employee's leave year. Employees who wish to buy or sell annual leave should gain authorisation from their Line Manager and submit any requests to HR during the final month of their leave year.

### **Question 14 – Family and Special Leave**

#### **Maternity Leave**

Eligible employees can take up to 52 weeks maternity leave. Employees with 1-year continuous paid service at the start of the expected week of childbirth are eligible for 26 weeks full pay (inclusive of statutory pay) and remainder at statutory rate, up to 39 weeks. Statutory Maternity for eligible employees is payable for up to 39 weeks during maternity leave. Employees who are not eligible for statutory maternity pay may be eligible for Maternity Allowance for up to 39 weeks.

#### **Fertility Leave**

The SFO follows GPG guidance by granting reasonable periods of special leave to support employees undergoing fertility treatment. Requests for such leave are considered on a case-by-case basis by the employee's manager.

#### **Paternity Leave**

Employees can take up to two weeks of paternity leave. Statutory paternity pay is payable to all employees who are eligible for Paternity leave. The statutory amount is at government rate or a rate equivalent to 90% of the employee's average weekly earnings if this amount is less than the government rate. If an employee has one year's continuous paid service at the start of the expected week of childbirth, they will be full pay for two weeks' Paternity Leave (inclusive of statutory pay).

#### **Adoption Leave**

Employees are eligible for up to 52 weeks of adoption leave. The SFO will pay eligible employees occupational adoption pay for up to 39 weeks as follows: the first 26 weeks at full pay, followed by 13 weeks at the lesser of either, the government rate of statutory adoption pay or 90% of the employee's average weekly earnings.

### Shared Parental Leave

Employees are entitled to up to 50 weeks of leave and 37 weeks of pay can be shared. (following an initial 2 weeks of compulsory maternity leave totalling 39 weeks of potential paid leave shared between two partners). Shared parental pay for eligible employees will be a combination of occupational shared parental pay (for up to 26 weeks) and statutory shared parental pay (up to 13 weeks).

### Bereavement Leave

Up to 5 days paid special leave in case of bereavement at the death of a close relative, partner or dependant. 2 weeks paid parental bereavement leave for parents who lose a child under the age of 18 or suffer from a still-birth from 24 weeks of pregnancy.

### **Question 15 – Sick Leave**

<b>Sick Pay (Delegated)</b>					
Permanent (full-time/part-time) and fixed-term employees who joined the SFO, or the civil service, on or after 1st January 2016 are entitled to the following:					
Accrued entitlement of paid sick days	0-24 months service	25-36 months service	37-48 months service	49-60 months service	61+ months service
Full pay entitlement in rolling 1 year	30 days at full pay in rolling year	61 days at full pay in any rolling 1 year	91 days at full pay in any rolling 1 year	122 days at full pay in any rolling 1 year	152 days at full pay in any rolling 1 year
Half pay entitlement in rolling 4 years or less	30 days at half pay in any rolling 4 years or less	61 days at half pay in any rolling 4 years or less	91 days at half pay in any rolling 4 years or less	122 days at half pay in any rolling 4 years or less	152 days at half pay in any rolling 4 years or less
Subject to overriding entitlement in any 4 year period of:	60 days	122 days	182 days	244 days	304 days

Employees working part time hours will be entitled to sick pay pro-rata in line with the contractual hours worked.

Permanent (full-time/ part-time) and fixed-term employees who joined the SFO or the civil service on or before 31st December 2015 are entitled to the following: full pay for 182 days in a 12-month rolling period followed by half pay for 183 days in a 12 month rolling period subject to a maximum of 365 days in a 4 year rolling period. Employees working part time hours will be entitled to sick pay pro-rata in line with the contractual hours worked.

#### Disability Related Absence

Where an employee has a disability, the line manager must consider any reasonable adjustments, in consultation with the employee and HR, to allow the employee to work more effectively and to help to improve levels of attendance, as required by the Equality Act 2010. Additional consideration may be given, and exceptions made, in the application of the Managing Attendance procedures. All sick absence should still be certified and recorded in the normal way.

#### **Question 16 – Volunteering Leave**

Employees are encouraged to participate in voluntary social/community activity and are therefore permitted to apply for Special Leave in the following circumstances: up to 6 days paid special leave may be authorised each year for voluntary public service such as employees who are School Governors, Local Councillors, Magistrates, Special Constables, the Auxiliary Coastguard or RNLI and Civil Service Societies. Employees will be required to show original documentation that confirms this activity. All civil servants have the opportunity to take three days paid special during any rolling one-year period to undertake volunteering activities in their local community.