

## FAQs

**1. What formula is being proposed to deduct unsocial hours payments (USH) during periods of sickness absence from monthly salaries for staff in ambulance trusts paid under Annex E?**

It is proposed that the Annex E unsocial hours allowance is converted to an hourly rate by calculating the relevant percentage of the plain time hourly rate which is then deducted for each hour of sick leave falling in a rostered unsocial hour.

For example:

annual salary: £27,901

rate per hour: £14.27

USH rate: 25%

proposed USH sickness deduction per hour: £3.57.

A table showing the hourly rate of unsocial hours payment for each pay point, in each AforC pay band, is attached.

**2. I am ill and away from work for two days. Consequently I miss two shifts which were each 12 hours long (i.e. I would have worked 24 hours in all). (Taking the two shifts together and taking account of the start and finish times, I would have worked a total of 12 hours after 19.00 pm and before 07.00 am). I am on pay point number 4 in pay band 5 (pay spine point number 19: £23,825 as in Annex C). I receive unsocial hours payments at 25 per cent. What deduction would be made from my pay?**

The hourly rate of unsocial hours payment for an employee on pay point 4 in pay band 5 (AforC) pay spine point number 19) when the unsocial hours payment is at 25 per cent, is £3.05. As 12 unsocial hours have not been worked, owing to the absence,  $12 \times £3.05 = £36.60$  is deducted from total pay in the month following the month in which the absence occurred or as soon as is possible after this.

- 3. I am away from work due to illness and miss one ten hour shift which was due to contain 3 unsocial hours. Would the USH deduction be made to all ten hours?**

No. The deduction would only be made for those unsocial hours you were rostered for, so three hours' USH pay would be deducted from your pay.

- 4. I am away from work due to illness for one day and miss a shift which would have started at 06.00 am and would have finished at 18.00 pm, on a Saturday. I am on pay point number 7 in pay band 5 (pay spine point 22 - annual basic pay as in Annex C: £26, 822). My Annex E unsocial hours allowance is paid at 21 per cent. What deduction would be taken from my pay?**

In line with Annex E, paragraph 2, the employee would have worked 12 unsocial hours. All hours worked on a Saturday are classified as "unsocial". The hourly rate of unsocial allowance is £2.88. Therefore  $12 \times 2.88 = £34.56$  would be deducted from total pay in the month following the month in which the absence occurred or as soon as is possible after this.

- 5. I am away from work due to illness for two days and miss two ten hour shifts which did not involve any USH. What deduction would be made from my pay**

No deduction would be made from your pay.

- 6. I am ill on my rest day. What amount is deducted from my pay?**

No deduction would be made. The proposal is that deductions would only be made for those USH hours you were rostered to cover.

- 7. What if I am absent on long-term sickness absence?**

The unsocial hours allowance will continue to be adjusted at the hourly rate for all unsocial hours not worked, using information about current rotas and unsocial hours which would have been worked, had the employee been at work.

- 8. If I am getting 25 per cent Annex E unsocial hours payment before my sickness absence begins what do I get when I return to work.**

On return to work the unsocial hours allowance would be paid at 25%.

**9. How will the information needed to make these calculations be collected?**

In order to make calculations based on the number of unsocial hours not worked additional information about rotas will need to be given to payroll. We will ensure this information is provided to payroll.