

28 February 2017

SNCT/17/57**Periods of Notice - Revised**

Dear Colleague

The SNCT has agreed that periods of notice across councils should be determined at national level. These changes took effect on 1 January 2017.

This requires changes to the list of national/devolved matters. (Part 1, Appendix 1.3) and Part 4, Paragraph 14.2 to be removed.

At its meeting held on 23 February 2017, the SNCT agreed the following definition of a "working week".

"A working week comprises any week in which a school/establishment is open on any day for pupils and/or any employee covered by the terms of the SNCT Handbook, regardless of the number of hours that the school/establishment is open or that employees work in said week."

Holders of the Handbook should remove the existing Appendix 1.3 and Part 4, Paragraph 14.2 and insert the attached updated versions in their place. Part 2, Section 9 Periods of Notice Paragraphs 9.23 to 9.27 should be inserted.

This SNCT Circular updates and replaces SNCT/16/57 which should be removed from the SNCT Handbook and destroyed.

Yours sincerely

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