

22 June 2018

**SNCT/18/64**

## **National Pay and Leave Specification**

Dear Colleague

For some time, the SNCT has been developing a National Pay and Leave Specification. The SNCT Joint Secretaries worked with payroll providers and councils to implement this National Pay and Leave Specification.

Work on the specification is now complete and the National Pay and Leave Specification is enclosed with this Circular as Appendix 2.19 of the SNCT Handbook.

Arising from historic methods of calculation and local interpretation, there has been a lack of consistency across councils in calculating teachers' pay. This National Pay and Leave Specification identifies the agreed SNCT position for various scenarios and must be used by all Scottish councils with effect from 1st August 2018. From 1 August 2018 the Joint Secretaries will use this specification as the means to determine any disputes regarding pay calculations.

As previously stated, the National Pay and Leave Specification also provides a mechanism for calculating balance of leave payments.

The introduction of the National Pay and Leave Specification has resulted in changes being made to other sections of the SNCT Handbook.

Holders of the Handbook should remove these sections and insert the attached updated versions in their place along with the new Appendix 2.19.

Yours sincerely

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