

## **HE2000 Core Academic Terms and Condition**

- **Normal Working Hours**

You will be required to work up to the number of hours per week stated in your letter of appointment at normal rates of pay and to a stated timetable.

- **Payment of Salaries**

Normally, salaries are paid in arrears in equal monthly instalments on the 28<sup>th</sup> day of each month. A statement shall be issued to each employee showing the detailed calculation employed in arriving at the salary paid. All staff require to have a bank account into which their salary will be paid.

- **Pension Schemes**

### **Superannuation**

You will be entitled to join the Scottish Public Pensions Agency (SPPA). A deduction of 6% is made direct from your monthly gross salary.

- **Annual Leave**

The leave year runs from 1 October to 30 September. Your annual entitlement is indicated in your contract of employment.

- **Annual Leave Arrangements**

Leave should, where possible, be taken during College vacations (at Christmas, Easter and during the summer months).

Please submit your Annual Leave Form to your Head of School/Department for approval. Then, forward your Annual Leave Form to the Administrator in the Human Resources Department. Your schedule will be returned for your retention and re-submission to the HR Department each time you request leave.

You should ensure that all your duties are covered before going on leave.

It is expected that all leave shall be taken within the leave year.

- In exceptional circumstances, up to the equivalent of 1 week's leave may be carried forward in agreement with your line manager.

- **Public Holidays**

The College is closed on the following 9 public and 2 mid-term (in lieu) holidays:

25, 26 December

1, 2 January (where any of these dates falls on a Saturday or Sunday, the College will be closed on alternative dates).

Spring mid-term (or another day in lieu)

Spring Holiday (or another day in lieu)

Good Friday

Victoria Day

May Day

Edinburgh Autumn Holiday

Winter mid-term (or another day in lieu)

- **'College Closed' Days**

You are entitled to the 3 'working' days between Christmas and New Year as paid leave.

- **Sick Leave & Sick Pay**

The College is obliged to keep up to date detailed records and to examine these on a regular basis. Records will also be examined on each occasion an absence entry is made. For auditing purposes staff are required to provide accurate records. The Governing Body may wish to consider the College's absence record periodically. Entitlement to sick leave is defined in your Conditions of Service and written particulars issued on appointment.

- **Illness During Annual Leave**

Illness arising during annual leave is regarded as sick leave and procedures for sick leave below should be followed. Such periods of absence are not regarded as part of annual leave.

- **Illness During 'College Closed' days**

Periods of illness during 'College Closed' (including 'public') holidays will also be regarded as sick leave but you do not have the right to alternative days off.

- **Notification Procedure of Sickness Absence**

You are required to notify the Head of School/Department by 10am on the first day of sickness or within the first hour of the scheduled start of any shift. You should inform them of the reason for your absence, with an estimate of how long it is likely to last. You should keep your Head of School/Department informed of the state of your health and, in particular, your expected date of

return. The Head of School/Department shall, in turn, notify the Human Resources Department.

*Absences of 1-6 days*

Self-certification is required by all staff for any absence due to sickness between 1-6 days.

*Absences of 7+ days*

A signed Doctor's certificate covering each absence must be sent, no later than the 8th day of absence, to your Head of School/Department, who will forward it to the Human Resources Department.

- **Return to Work Interview**

As appropriate, the Head of School/Department, Senior Lecturer, Programme Leader or nominated person may interview you on your return to establish the nature of your absence and whether or not your illness is likely to re-occur. The interview will also enable you to be updated regarding School/Departmental activities and ensure that you are able to resume your duties capably, efficiently and without jeopardising your health.

- **Sick Pay**

Sick Pay may (to the extent permitted by law) be withheld by the College if:

- You do not comply with the sickness absence reporting procedures described above; or
- The College has reason to believe, on reasonable grounds, that you are abusing the scheme or that you are not genuinely ill; or
- The illness or injury is attributable to your own negligence or misconduct or has been caused as a result of you following a dangerous pursuit.

Any actual or perspective loss by you of entitlement to sick pay shall not limit or prevent the College from exercising its right to terminate your employment in cases of long-term absences. Each case will be assessed according to current circumstances at the time.

*Rate of Sick Pay*

Full pay (less statutory sick pay) is paid, followed by half pay if the illness continues for the following periods, based on your length of service:

Up to 1 year's service:	1 month's full pay, then 1 month's half pay.
After 1 years' service:	3 months' full pay, then 3 months' half pay.
Over 3 years' service:	6 months' full pay, then 6 months' half pay.

## **2.11 Leaving Procedures**

All academic staff on an HE2000 contract have a contractual notice period of one term, the equivalent of three months.

Before you leave the College, Human Resources will advise you of your outstanding entitlements and discuss procedures for leaving. You will also receive a final payslip and a P45 Tax Form for your new employer.

The College reserves the right to make deductions from your final salary payment if there has been an overpayment of your salary, or if there has been unaccounted expenditure by you of College funds, or if you have not returned College property.

On termination of your employment you are required to return to the College immediately and without modification all books, documents, correspondence, computer disks, papers, materials, keys, computers etc. and any other property belonging to the College.

You should also return your finalised Annual Leave Card to Human Resources so that any outstanding holiday pay can be processed.