

## **Additional information regarding your training post**

### **Basic Pay**

You will receive a base salary as detailed in Annex A: Section 1 of the Medical & Dental Terms & Conditions of Service according to your grade and previous service.

This can be found on:

<http://www.nhsemployers.org/PayAndContracts/Pay%20circulars/Pages/PayCircularsMedicalandDental.aspx>

### **Pension**

(a) You will be entitled to become/continue to be a member of a NHS Pension Scheme subject to its terms and rules, which may be amended from time to time. Details of the NHS scheme can be provided on request.

(b) You are contracted out of the State Second Pension Scheme.

(c) Pay supplements over and above base salary are non-pensionable.

*For staff contracted to work 40 or more hours of duty per week*

(d) Your pensionable pay for contributions purposes must be based on your actual whole-time basic pay (1.0) only.

*For staff contracted to work less than 40 hours of duty per week:*

Your pensionable pay for contributions purposes will be the appropriate proportion of actual whole-time basic pay (1.0). However, your contributions must also be paid on any additional hours of duty you work between your contracted hours and a maximum of 40 hours per week.

(e) Your employer must make arrangements to track and record these additional hours (see Paragraph 5(e) above) for pension purposes.

### **Annual Leave**

As per Terms & Conditions of Service the following practitioners shall be entitled to leave at the rate of 28 days a year.

Foundation Doctors, SpRs, STRs, GPSTRs, CTs on the minimum, 1<sup>st</sup> or 2<sup>nd</sup> incremental points of their payscale.

The following practitioners shall be entitled to leave at the rate of 33 days a year:-

SpRs, STRs, GPSTR, CTs on the third or higher incremental points of their scale

The process for applying for approval for annual leave is included in your pre-employment papers.

Annual leave is fixed within the rota for the following rotas:-

Tier 1 - A&E, Medicine, Obstetrics & Gynaecology, Paediatrics, Surgery, Orthopaedics

Tier 2 - Surgery, Orthopaedics

If there are any specific dates that you wish to be considered for annual leave during your year please e-mail your requests to (requests will be considered on a first come/first served basis):-

Scarborough Rota Team: [rotas@acute.sney.nhs.uk](mailto:rotas@acute.sney.nhs.uk)

York Rota Team: [rota.co-ordinationteam@york.nhs.uk](mailto:rota.co-ordinationteam@york.nhs.uk)

**You will receive a copy of your rota for the year at least 6 weeks prior to commencement in post and you should not make any final holiday/travel arrangements until you have received confirmation of the rota and fixed leave dates that have been allocated to you.**

### **Sick Pay Arrangements**

**The scale of allowances as per paragraph 225 of Terms & Conditions of Service are as follows:-**

A practitioner absent from duty owing to illness, injury or other disability shall, subject to the provisions of paragraphs 226 to 244, be entitled to receive an allowance in accordance with the following scale:

During the first year of service: One month's full pay and (after completing four months' service) two months' half pay.

During the second year of service: Two months' full pay and two months' half pay.

During the third year of service: Four months' full pay and four months' half pay.

During the fourth and fifth years of service: Five months' full pay and five months' half pay

After completing five years of service: Six months' full pay and six months' half pay

### **Notice Period**

The Departments and the profession have agreed that minimum periods of notice should be applied as follows, unless there is agreement by both parties to a contract that a different period should apply:

House Officer.....	2 weeks
Foundation House Officer 1 .....	2 weeks
Foundation House Officer 2 .....	1 month
Senior House Officer.....	1 month
Specialty Registrar (Fixed Term).....	1 month
Speciality Registrar (Core Training).....	1 month
Specialty or Specialist Registrar .....	3 months

### **Study Leave Arrangements**

A copy of the Trust's study leave policy is available from the Postgraduate Centre, York Teaching Hospital. You can contact them on (01904) 726708.

### **Travel/Relocation/Excess Mileage Expenses**

If you wish to claim assistance with relocation expenses you should complete the enclosed form and return to Medical Staffing with the necessary supporting documentation on commencement with the Trust.

If you wish to claim travel expense you will need to contact the Directorate Manager of the department you will be working in.

### **Educational and Clinical Supervisor**

You will be notified of you Educational and Clinical Supervisor's by the Postgraduate Centre.