

## £500 COVID PAYMENT: OPT OUT

NHS circular PCS(COV)2021/1 allows staff to opt-out of the £500<sup>1</sup> payment in the February 2021 pay run, where they have concerns that this may negatively affect their benefits situation.

In order to opt-out in this way, staff should complete the form below. Your NHS Board will advise of the process to submit this form and to whom it should be sent. **It must be completed and sent no later than 5 February 2021.** Late receipt of forms will only be accepted in exceptional circumstances.

This option is being offered to allow individuals more time to consider their particular circumstances. You will be able to opt back in by completing a further form which is available on the [Circulars and Guidance page of the Scottish Terms and Conditions Website](#) by **5 March 2021** at the latest.

Please ensure you complete all fields.

|                                                                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Full Name (as shown on your payslip)                                                                                                                                            |  |
| NHS Board                                                                                                                                                                       |  |
| Payroll Number (as shown on your payslip). Please record all payroll numbers if you have more than one post in this NHS Board                                                   |  |
| Post/Designation/Job Title                                                                                                                                                      |  |
| As per NHS circular PCS(COV)2021/1, I would like to opt-out of receiving the £500 payment in the February 2021 pay run.                                                         |  |
| I understand that if I wish to opt back in to the payment I will need to inform my Board of this by <b>5 March</b> at the latest by completing an <a href="#">opt in form</a> . |  |
| Signature                                                                                                                                                                       |  |
| Date                                                                                                                                                                            |  |

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<sup>1</sup> The £500 payment will be pro-rata for less than full time staff, as set out in PCS(COV)2020/1. All references to the "£500 payment" in this form should therefore be read in that context by less than full time staff.