



Dear Colleague

£500 COVID PAYMENT: OPT IN

1. [PCS\(COV\)2021/1](#) allowed staff in receipt of benefits like Universal Credit to opt out of the £500 payment announced by the First Minister, if they were concerned about the affect this would have on their benefits.
2. No one should be worse off as a result of the payment. So the opt out facility was intended simply to give staff more time to consider their personal circumstances and, if necessary, consult their Work Coach before deciding whether to opt back in.
3. The original deadline for opting back in was 5 March 2021. However, concerns have subsequently been expressed that this may not be enough time to obtain the information required. This circular therefore informs the service that the deadline for opting back in has been extended to 5 July 2021.
4. As before, to opt back in, staff should complete the form which is available on the Scottish Terms and Conditions Website [here](#) and forward this to their Payroll Department.

Action

5. NHS Boards and Special Health Boards should make all staff aware of the extension of the opt in deadline set out in this circular.

3 March 2021

Addressees

For action

Chief Executives,
Directors of Finance,
Directors of Human Resources:
NHS Boards and Special Health
Boards, NHS National Services
Scotland (Common Services
Agency) and Healthcare
Improvement Scotland

For information

Members, Scottish Partnership
Forum
Members, Scottish Terms and
Conditions Committee
Members, Scottish Workforce and
Governance Committee

Enquiries to:

Colin Cowie
Scottish Government Health
Directorates
Health Workforce
Ground Floor Rear
St Andrew's House
EDINBURGH EH1 3DG

E-mail:

hwfpaytermsandconditions@gov.scot

Enquiries

6. Employees should direct their personal enquiries to their employing NHS Board or Special Health Board.
7. This circular is available online at www.publications.scot.nhs.uk.

Yours sincerely

LAURA ZEBALLOS

Acting Deputy Director
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Workforce Pay, Practice and Partnership Division



**NATIONAL HEALTH SERVICE
APPROVAL OF REMUNERATION AND CONDITIONS OF SERVICE**

In accordance with regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (S.I. 1991/537) the remuneration and conditions of service set out in the attached Scottish Government Health Workforce Directorate circular of 3 March 2021 – PCS(COV)2021/2 – in respect of opting back in to the £500 one off payment are hereby approved for the purposes of the said Regulations.

LAURA ZEBALLOS

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3 March 2020