

## **ADDITIONAL GUIDANCE - REDUCED WORKING WEEK FOR PART-TIME STAFF**

### Worked Example Explaining Agreed Approach from 1 September 2024

[Note that this approach ceases from 1 October 2024 (30 September 2024 for weekly paid staff). Please see the end of this example for more information]

As at 31 March 2024 (prior to the Reduced Working Week) Janet's contracted hours per week were 20.00 hours [See Column 1 of the table below, which is an extract from the full spreadsheet available for reference on the STAC website]

From 1 April 2024 a pro-rata reduction to Janet's contracted hours would have seen these reduce to 19.73 (20 hours divided by 37.5 hours multiplied by 37 hours). However, in order to ensure no loss of earnings, this figure was rounded up to one decimal place (19.8) [Column 2 below] on national systems (ePayroll, SSTS and eSSS).

From 1 April 2024, therefore, Janet's rostered working hours should have been reduced to 19.8 hours. This results in a 12 minutes reduction in the working week. If it was not yet possible to implement the Reduced Working Week, Janet should be paid 0.20 excess hours per week (equates to 12 minutes) until such time as the reduced working hours of 19.8 have been implemented. The excess hours payment is described as a Transitional Allowance in [PCS\(AFC\)2024/2](#), but is shown on Janet's payslip as excess hours.

Following further discussions at a national level, a revised approach has been agreed and has been published as Annex E of [PCS\(AFC\)2024/2](#). This guidance has the effect outlined below.

From 1 September 2024, Janet's rostered hours should be reduced to the exact calculation of 19.73 hours [Column 4 below]. This results in a 16 minutes reduction in the working week [Column 6 below]. Janet's manager will need to amend SSTS, or Optima, from this date onwards to ensure that her rostered working hours equates to 19.73 contracted hours.

If the Reduced Working Week has not yet been implemented for Janet, she should be being paid 0.20 excess hours per week (equates to 12 minutes). This payment is described as a Transitional Allowance in PCS(AFC)2024/2 but will continue to be shown on Janet's payslip as excess hours. The agreement set out as Annex E of PCS(AFC)2024/2 means she should also now receive the difference between the 12 minute and 16 minute reduction (i.e. 4 minutes) [Column 7 below] as TOIL, backdated to 1 April 2024.

If the Reduced Working Week has been implemented for Janet either on 1 April 2024 or at some point between then and 31 August 2024, she will no longer be due the Transitional Allowance from the point her working hours were reduced but she would continue to be due the difference between the 12 minutes reduction and 16 minutes reduction (i.e. 4 minutes) as TOIL [Column 7 below] until the implementation of Annex E on 1 September 2024.

Janet would therefore be due 4 minutes of TOIL a week from 1 April 2024 until 31 August 2024. That period would represent 21 weeks and 6 days (i.e. 6 / 7ths of a week) so 21.86 weeks at 4 minutes of TOIL would work out as 87 Minutes of TOIL.

Janet will still be paid 19.8 hours. This means that NHS national workforce systems (ePayroll, SSTS and eESS) will continue to show her contracted hours as 19.8 hours per week, but her line manager will need to amend her actual shifts on the roster to ensure she will be working 19.73 hours.

**Table 1 – Extract from RWW Reference Spreadsheet**

1	2	3		4	5		6	7
Pre RWW Hours	RWW Hours Paid for No Loss of Earnings Purposes	(In Hours and Minutes)		RWW - Exact Hours to be Used for Rota Purposes	RWW (in Hours and Minutes)		RWW in Minutes	Difference in Minutes Between Two Calculations
		Hours	Minutes		Hours	Minutes		
20.00	19.8	19	48	19.73	19	44	16	4

#### Approach from 1 October 2024

From 1 October 2024, Janet's paid hours will be reduced to the exact calculation of 19.73 hours [Column 4 below]. This will ensure that working hours and paid hours are now aligned (i.e. both have reduced by 16 minutes). All system records – Payroll, SSTS and eESS – will be automatically amended to show contracted hours for payment purposes as 19.73 hours.

If the Reduced Working Week has not yet been implemented for Janet, she should be paid 0.27 excess hours per week (difference between working hours and paid hours of 16 minutes). This payment is described as a Transitional Allowance in PCS(AFC)2024/2 but will continue to be shown on Janet's payslip as excess hours.

If the Reduced Working Week has been implemented for Janet either on 1 April 2024 or at some point between then and 31 August 2024, she will no longer be due the Transitional Allowance from the point her working hours were reduced. The TOIL arrangements described in Annex E would cease from 30 September 2024.