


UN3083 1 of 3 23 Sept 2021	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	AfC Average Pay element change for revised reference periods	
<b>Purpose</b>	<b>To advise on the change to the AfC Average Pay element to allow different reference periods for sickness and annual leave</b>	
<b>Intended Audience</b>	<b>ESR Payroll &amp; HR Departments England</b>	

## SUBJECT

AfC Average Pay NHS element change for revised reference periods for sickness and annual leave.

## DETAIL

In line with NHS Terms & Conditions, the AfC Average Pay NHS element is being amended to allow flexibility when determining the eligible reference periods for AfC Average pay. This change is effective from the 1<sup>st</sup> October 2021 and will be applied in Release 51 over the weekend commencing 1<sup>st</sup> October 2021.

The AfC Average Pay NHS element will have the option to set different reference periods for sickness and annual leave:

Sickness will have a default of 13 weeks/3 months

Annual Leave will have 2 defaults:

- Staff who work regular hours/shifts - default will be set at 13 weeks/3 months
- Staff who work irregular hours/shifts - default will be set at 52 weeks/12 months

Where there are not 52 weeks/12 months containing shifts worked, the system will look back to obtain 52 weeks/12 months for a maximum of 104 weeks/24 months.


The reference periods can be amended to meet local requirements. When the change is introduced, the default for annual leave will be set at regular. It will be up to organisations to determine where irregular working applies.

The reference periods can be set at both Payroll and Assignment level:

- Sickness is set in the AfC Ave No of Pay Periods/Override No Ave Periods fields
- Annual Leave is set in the AfC Ave Pay Periods AL Regular/Override AL Regular Periods or AfC Ave Pay Periods AL Irregular/Override AL Irregular Periods fields

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NOT PROTECTIVELY MARKED

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Payroll Setting:

Assignment Setting:

Element Name	Processing Type	Scheme
Basic Contracted NHS	Recurring	NHS
AfC Average Pay NHS	Recurring	Override Ave Pay Period
Enhanced Multipliers NHS	Recurring	Override No Ave Periods
NI	Recurring	Override Absence Type
Negative Net Pay NHS	Recurring	Payroll Default
Overtime Multipliers NHS	Recurring	Shift Type
PAYE Details	Recurring	Override AL Regular Periods
Pension NHS	Recurring	Override AL Irregular Periods
Pensions Information	Recurring	
SSP SMP Calculator NHS	Recurring	

Lookups
Find %
Irregular
Regular

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There is no change being made to the options to set the calculation as 'Current' or 'In Arrears' or to the option to set 'Annual Leave', 'Sickness' or 'Both'.

Absence starting on or after the 1<sup>st</sup> October 2021 onwards will be calculated based on the revised reference periods. Absence with a start date that is before the 1<sup>st</sup> October 2021 will be calculated using the reference periods set prior to this change being implemented.

This change applies to organisations in England only, Welsh organisations will see the revised fields but will continue with the existing settings.

Full details on how AfC Average pay works can be found in the Absence section of the ESR User Manual on the Hub.

## **ACTION REQUIRED**

Users should review and amend the reference period settings in line with local requirements.

## **FURTHER INFORMATION**

Further guidance on determining regular and irregular working can be found by clicking on the link:

<https://www.gov.uk/government/publications/calculating-holiday-pay-for-workers-without-fixed-hours-or-pay/calculating-holiday-pay-for-workers-without-fixed-hours-or-pay--2>

Please note this change is **not** the solution for the future position regarding the AfC Overtime payments during Annual Leave. Details are still being finalised for this, further communications will be provided in due course.

## **NEXT UPDATE**

None