



**The Professional Trades Union for Prison,  
Correctional & Secure Psychiatric Workers**

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**POA Circular 016/2019**

Action		Information	
England/Wales	<input type="checkbox"/>	England/Wales	<input checked="" type="checkbox"/>
Scotland	<input type="checkbox"/>	Scotland	<input checked="" type="checkbox"/>
Northern Ireland	<input type="checkbox"/>	Northern Ireland	<input checked="" type="checkbox"/>
Special Hospitals	<input type="checkbox"/>	Special Hospitals	<input checked="" type="checkbox"/>
Private Sector	<input type="checkbox"/>	Private Sector	<input checked="" type="checkbox"/>
IRC	<input type="checkbox"/>	IRC	<input checked="" type="checkbox"/>

6th March 2019

Dear Colleagues

**ANNUAL LEAVE AND ADDITIONAL HOURS INFORMATION**

Despite several circulars being promulgated on this subject, members are still seeking information on reimbursement and calculations used by the employer.

The Executive has responded to the Annex A and we now await the policy being introduced as this affects the wider Civil Service and Treasury as previously set out.

Holiday Pay is paid at 7.693% which is based on 20 days of statutory holiday averaged over 52 weeks.

So, for example, if you have worked 100 hours of Payment Plus at £22 an hour. £22 x 100 = £2200 (total claim) you would calculate 7.693% of £2,200 which is £169.25 for the Holiday Pay due. The same calculation is applicable for Overtime worked by other grades and other payments in the qualifying group.

The arrears will be pensionable if the original payment was pensionable. So, for example, as Payment Plus is non-pensionable the holiday pay arrears for Payment Plus will be non-pensionable. Staff who have arrears from both pensionable and non-pensionable payments will see this clearly separated in their pay.

The arrears payment is calculated as 7.693% of the original figure paid. The payments have all been calculated from pay data already held for individuals. Payments will be added together for non-pensionable claims and paid as one figure on the payslip.

Payments for pensionable claims will also be added together and paid as a single figure (and HMPPS will be working with MyCSP behind the scenes to give retrospective credit against the correct pensionable pay year in which the sums were earned).

Holiday arrears payments will be noted on the payslip as either:

- Miscellaneous Gross Payment Pensionable
- Miscellaneous Gross Payment Non-pensionable

All payments will be subject to Tax and NI and pension (as applicable).

I hope this will assist members who are anticipating reimbursement.

Please draw the contents of this circular to all members.

Thanking you in anticipation of your support and co-operation.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'S. Gillan', written in a cursive style.

**STEVE GILLAN**  
General Secretary