Industrial Action - Medical and Dental Payroll guidance for Health Boards

VERSION 13. Updated 13th March 2024

Please use this form to advise NWSSP Payroll team to make:

- 1. Strike pay deductions for junior doctors.
- 2. Adjustments for junior doctors who are called back to work during their strike action
- 3. Payments to Consultants and SAS Doctors covering for strike action

Submission Requirements

- Health Boards/Trusts MUST Use this form for all Strike deductions and payment for cover
- Health Boards/Trusts MUST ONLY submit one form for this action and emailed to NWSSP.Payrollcentral@wales.nhs.uk
- Health Boards/Trusts MUST submit this form by 4th of May irrespective of normal payroll deadline to NWSSP.Payrollcentral@wales.nhs.uk

Full Guidance is available via NHS Wales Employers

Strike pay deductions for junior doctors.

- Deductions from pay for junior doctors (including Specialty GP Trainees based in GP practices) participating in strike action will be recorded in days and pay will be reduced by 1/31, 1/29 or 1/30th depending upon the month action takes place.
- Separate Guidance will be sent to GP Practices by the Single Lead Employer Team about the collation of pay deduction information. The Single Lead Employer Team will submit a pay deduction summary sheet for Speciality GP Trainees in GP Placements so there is **no requirement for Health Boards to include theses staff on their Strike Pay Deduction submission.**
- All Industrial actions are deemed as disallowed days for pensions purposes regardless of the length of time the action was taken or whether the Medic returned to duty, for example if a Medic takes Industrial Action for one day in the year, their accrual for this pension will be 364 days not 365 etc.

Requirements for Junior doctors with a Certificate of Sponsorship (Visa) who have taken strike action

Please confirm whether or not the Junior Doctor striking has a certificate of sponsorship form via the drop down list. Medics with certificates of sponsorship are required to report any unpaid absence. Please also therefore remind the doctor to report the absence on the certificate of sponsorship reporting form. For Single Lead employer trainees this form must be completed via the Trainee HUB or SLE App. Trainees will be contacted directly by the SLE Team with the link to the relevant form. For Health Board employed Doctors, the Doctor will need to report the absence to the Health Board's Medical Workforce Department.

Adjustments for junior doctors who are called back to work during their strike action

If a Junior Doctor returns to work for an emergency during a planned strike day, the part payment they receive will be non-Pensionable as the day was disallowed. When a Junior Doctor returns to work for example for 2 hours, they will get 2 hours of basic plus any contractual elements, i.e. Banding Supplements

Industrial Action - Payroll Deduction

VERSION 13. Updated 13th March 2024

This form should be completed for a full calendar month

Only one submission per month to be sent to Payroll by the 4th of the Month	
Health Boards/Trusts MUST submit this form by 4th of May irrespective of normal payroll deadline to NWSSP.Payrollcentral@wales.nhs.uk	

Health Board	
Month covered	
Name	Name of person authorised by the Health Board submitting this form

Only put Jnr Doctors who were rostered to work and did not attend work due to taking Strike Action on this form Full Guidance is available via NHS Wales Employers

Needed up uplift into ESR	Assignment Number Fails	Reeded to Match if Assignment Number Fails		o populate ESR fo	or each day & for	Compliance	
				Colu	mn 1]
Assignment Number	First Name	Last Name	Strike Pay to be deducted 25/26 March Please insert X	deducted 26/27 March	Strike Pay to be deducted 27/28 March Please insert X	Strike Pay to be deducted 28/29 March Please insert X	* Does this Medic have a VISA (Yes or No/Don't Know)

Industrial Action - Pay Correction Form for Jnr Doctors only

VERSION 13. Updated 13th March 2024

	This form	should be	completed	for a full	calendar	month
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Only one submission per month to be sent to Payroll by the 4th of the Month

Health Boards/Trusts MUST submit this form by 4th of May irrespective of normal payroll deadline to NWSSP.Payrollcentral@wales.nhs.uk

Health Board	
Month covered	
Name	
	Name of person authorised by the Health Board submitting this form

Full Guidance is available via NHS Wales Employers

Only put Jnr Doctors who were rostered to work and did not attend work due to taking Strike Action on

				Column A	
A size and Museline	First Name		Date Junior Doctor returned to	Amount of Hours to	* Does this Medic have a VISA
Assignment Number	First Name	Last Name	work	be paid - Basic only	(Yes or No)

Industrial Action - Pay Correction Form for Consultants and SAS Doctors (approved to provide cover for striking Jnr Doctors)

VERSION 13. Updated 13th March 2024

Only one submission per month to be sent to Payroll by the 4th of the Month	
Health Boards/Trusts MUST submit this form by 4th of May irrespective of normal payroll deadline to NWSSP.Payrollcentral@wales.nhs.uk	

Health Board	
Month covered	
Name	Name of person authorised by the Health Board submitting this form

Full Guidance is available via NHS Wales Employers

Use Column (A) for the number of hours covered

Use Column (B) for the rate to paid at

Use Column (C) to confirm whether this is for Additional Contracted Hours or top up of basic rate to Strike Rate

Use Column (D) to confirm Top up payment required (critical to prevent overpayment)

							Column A	Column B	Column C	Colur	nn D - Top Up	Only	1
												-	_
				purposes	purposes	purposes			audit purposes	purposes	purposes		
weeded up upint into ESK	Assignment Number Fails	Assignment Number Fails	Fails	ESR and for audit	ESR and for audit	ESR and for audit	ESR	into ESR	compliance and for	and for audit	and for audit	into ESR	4
Needed up uplift into ESR	Needed to Match if	Needed to Match if	Needed to Match if Assignment Number	reporting out of	reporting out of	reporting out of	Needed up uplift into	Needed up uplift	reporting,	reporting out of ESR	reporting out of ESR	Needed up uplift	4
				Needed for	Needed for	Needed for			Needed for	Needed for	Needed for		4

					Column A	Column B	Column C	Colur	nn D - Top Up	Only		
Assignment Number	Job Title	First Name	Last Name	Date the consultant/SAS Doctor worked	Start Time for covering shift	End Time of covering shift	The Additional Hours to be paid	The Strike Cover Hourly rate of pay to be used	Additional or Top Up?	(BHK) (INC	between BHR & EMDSR <u>or</u> Contract	Additional Payment Due ((A)hours worked x (M) top up payment)
				+	+		1					
			İ									