

Jargon buster



Term	Explanation
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Arrears payroll / paid in arrears	Being paid in arrears is the most common way that people are paid in the NHS. It means that you are paid for work completed after you have done it, rather than before (this would be being paid in advance). When you start your new job, you will be paid (on the same day each month) for the work that you have done. If you start your new job mid-month, your first month's pay may be less than your next month's (or you may not be paid until the next month). It may be worth having a chat with your manager or HR team to find out what your pay day will be and then calculate what you will be paid.
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Collective agreements	This is a contract between your employer and a work trade union (that you may or may not choose to join).
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Compassionate leave	This can be paid or unpaid leave for emergency situations. Your organisation will be able to provide you with more detail and examples of when and how this might be taken.
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Continuous service date	This is when you have worked for the same organisation without a break in employment. Your start date would be the first day you worked in the organisation for instance you may have started with a temporary contract and then been given a permanent contract. If there is no break in employment in between this is a continuous start date.
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Dependant leave	As an employee you're allowed time off to deal with an emergency involving someone that depends on you for care, such as a child, grandchild, or parent. Your manager or HR team will be able to provide more details on this.
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**Disciplinary**

If your employer has a serious concern with you or your work, they would set up a formal meeting to discuss this (refer to your staff handbook for further details).

Grievance

If you are unhappy with a person or a situation at work and you have tried to resolve this by talking to your manager, you can make a formal grievance complaint to HR (refer to your staff handbook for further details).

Notice of termination of employment

This is where your employer will give you notice that they are going to end your contract and you will no longer work for the organisation.

Per annum

Simply means each year.

Probationary period

This is sometimes considered a 'trial period'. This is when your employer carefully considers whether you are able to meet the standards and expectations of the job and if you should be retained following the completion of the probationary period. If you or your employer decide in this time that you are not suitable to continue in the role, your notice period may be shorter than if you had completed your probationary period.

Pro rata

If you work part-time your pro rata salary is the proportion of salary you will earn for example if your contract says the post is £16,000 pro rata (this is the amount you would earn if you worked full-time), but if you are being employed on a part-time basis then your salary will be a proportion of this wage (dependant on how many hours you work).

Special leave arrangements

This is where you may be given time away from work to do public duties required by law for instance jury duty.

Statutory

This means legally required by law.



Statutory holiday or statutory leave entitlement

This is the amount of holiday that your employer must give you, by law. This amount may include bank holidays.

Statutory sick pay (SSP)

This is pay that your employer is legally required to pay you if you are off sick. You must qualify for this by:

- taking at least four sick days in a row (including non-working days)
- earning at least £112 (before tax) per week
- telling your employer you're sick before their deadline - or within seven days if they don't have one

Your employing organisation will have their own sickness absence policy which will explain the local arrangements about sickness absence more clearly.

Term and conditions

These are all the things that are in your contract and should be agreed to before signing your contract, including working hours, pay and holidays.

Time in lieu (TOIL)

If you have worked more hours than you are contracted to work, you are permitted to take back the hours at a convenient time (when you can take the time back is normally agreed between you and your manager). This is an alternative arrangement to paying overtime.

