

## Backdated Pay Claim by an employee leaving Council service

Council Name :

( Complete name of Council in full )

Date:

|                       |   |
|-----------------------|---|
| Full Name - Teacher   |   |
| Salutation            | Ms / Miss / Mrs / Mr / Dr / Other ( Circle applicable title ) |
| Address Line 1        |   |
| Address Line 2        |   |
| Address Line 3        |   |
| City / Town           |   |
| County                |   |
| Post Code             |   |
| Contact Details       | Telephone :<br>Email :  |
| Employee Number       |   |
| NI Number             |   |
| Work Location         | ( Prior to Leaving )  |
| Final Date of Service | ( Working with Council )                                      |

As you will be aware SNCT pay settlement negotiations for teachers are not yet concluded.

Please accept this as notice that, once the teachers' pay settlement has been reached, I wish to receive backdated pay due to me up to and including my final date of service.

Payment can be made by direct transfer to my current bank details which you hold on record. I undertake to inform you immediately if my bank details change prior to settlement being reached by the SNCT.

Kindly acknowledge receipt of this instruction by return.

Many thanks

(Signed)

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a) *This section to be completed by : The Employer.*

b) *Please **return to the employee** ( as detailed at the address above )*

On behalf of \_\_\_\_\_ Council, I acknowledge receipt of your instruction to make backdated payment to the bank details we hold on record once the SNCT reaches agreement on the Teachers' Pay Settlement.

Full Name : \_\_\_\_\_ Date : \_\_\_\_\_

Salutation : Ms / Miss / Mrs / Mr / Dr ( Circle applicable title )

Email Address : \_\_\_\_\_ Telephone : \_\_\_\_\_



## Notes for teachers leaving their current employer **prior** to the SNCT reaching a pay settlement.

*This only applies to teachers who are **retiring**, or who are **leaving** their current job to work for a different authority or employer.*

- Once the SNCT agrees on a pay settlement you will be entitled to backdated pay.
- Most authorities expect you to write to them and request it.
- Around the time you leave your employer, print out, complete and send them the attached proforma.
- It is important to note that there is **no need to wait** until settlement is reached. In fact, some employers may expect you to make this claim within 3 months of leaving irrespective of the date of settlement.
- After you send it, make sure you receive an acknowledgement, and keep it safe.
- Check you receive payment within a few weeks of settlement being reached. This can take up to 2 months depending on payroll deadlines.

If you require further advice, please don't hesitate to contact a Professional Officer:

Email : [info@ssta.org.uk](mailto:info@ssta.org.uk)

Telephone : 0131 313 7300