



Trust Headquarters  
Nexus House  
4 Gatwick Road  
Crawley  
West Sussex  
RH10 9BG

Date:

Email:

Dear,

**Tel: 0300 123 0999**  
**[www.secamb.nhs.uk](http://www.secamb.nhs.uk)**

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI 240416.

You requested the following information, please see our response below:

**I am writing to you under the Freedom of Information Act 2000 to request the following information from Human Resources and/or Payroll. Please may you provide me with:**

- **The exact formula or algorithm used to calculate “Ann Leave Cor OT” payments**

Currently the payments being made based on the Ambulance Trust Agreement of 13% of the total previous months additional hours, overtime and recall to duty.

- **The criteria under which payments are calculated**

Only additional hours, overtime and recall to duty are included within the monthly “Ann Leave Cor OT” payment as section 2 is calculated separately through GRS.

- **The dates or schedule on which “Ann Leave Cor OT” payments are paid**

Payments are made monthly based on the previous months additional hours, overtime and recall to duty.

**The exact formula or algorithm used to calculate section two lower rate hours accrued when an employee is on Annual Leave, Time Off In Lieu or sick**

The current calculation for Section 2 Unsocial Hours (USH) lower and higher is the same and is applied to as follows.

USH for Annual Leave (AL) & Time off In Lieu (TOIL)

- If the AL or TOIL is taken off and there is an underlying shift on the rota then the USH hours are paid at the rate for the underlying shift.

Example:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Rota	19:00-0700	Rest Day	Rest Day	Rest Day	0700-1900	1000-2000	1200-0000
USH-Lower applied	11.5	0	0	0	0	9.5	0
USH-Higher applied	0	0	0	0	0	0	11.5

- If the AL or TOIL is taken off without an underlying shift (Relief shifts) then a 365 rolling daily average of the total unsocial hours (lower & higher combined) is applied to shifts that have a relief value.

Example:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Rota	RELIEF0	RELIEF0	RELIEF10	RELIEF10	RELIEF0	RELIEF10	RELIEF10
USH-Lower applied	0	0	Rolling average	Rolling average	0	Rolling average	0
USH-Higher applied	0	0	0	0	0	0	Rolling average

- Sickness does not attract unsocial hour payment.

Please Note that we are currently reviewing the application of section 2 USH allocation in partnership with our Trade Unions.

- **The exact formula or algorithm used to calculate section two lower higher rate hours accrued when an employee is on Annual Leave, Time Off In Lieu or sick**

Please see answer above.

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Head of Information Governance via the following email address:

[FOI@secamb.nhs.uk](mailto:FOI@secamb.nhs.uk)

Yours sincerely

**Freedom of Information Coordinator  
South East Coast Ambulance Service NHS Foundation Trust**