



Chief Executives – NHS Health Boards/Trusts/Special Health Authorities  
Directors, Workforce & Organisational Development – NHS Health Boards/Trusts  
Directors of Finance – NHS Health Boards/Trusts

Our Ref: Pay Letter AFC, M&D & ESP (W) 01/2021

December 2021

Dear Colleague

### Summary

This pay circular informs employers of the pay and annual leave arrangements for employees covered by the Agenda for Change, Medical and Dental and Executive and Senior Pay terms and conditions.

### Action

1. To pay a one off non-consolidated additional payment of 1% for those on Agenda for Change bands 1-5, and the F1 doctors who fall into this pay bands. This payment would not be pro rata and other criteria is set out in Annex A
2. To amend the bottom spine point for those on Agenda for Change (AfC) band 2 and the pay point for band 1 from April 2021 to £18,731 from the 1<sup>st</sup> April 2021
3. An additional day's annual leave will be added to the current contractual entitlements for all staff. This additional day will be pro rata and will be recurrent in future years.


If staff are unable to take their additional entitlement in the current leave year 2021/22 then it should either be carried forward over and above any organisational limits into the 2022/23 leave year or sold back if preferred by the staff.

4. Employers will put a scheme in place for staff to sell back a proportion of unused annual leave which will be in place before the end of the 2021/22 leave year. Details of arrangements are outlined in **Annex B**.

### Enquiries

1. Employers should direct enquiries to: [HSSWorkforceOD@gov.wales](mailto:HSSWorkforceOD@gov.wales)
2. Copies of this circular can be downloaded from the [HOWIS](#) website.

Yours sincerely,

A handwritten signature in cursive script that reads "Helen Arthur".

**Helen Arthur**

Director of Workforce and Corporate Business  
Cyfarwyddwr y Gweithlu a Busnes Corfforaethol

## **Annex A**

### 1% Non-consolidated Payment to Agenda for Change Bands 1 to 5 and F1's

#### Eligibility criteria

This is a non-consolidated and non-pensionable payment and does not uprate any hourly rates.

- 1% of eligible pay points as at 1<sup>st</sup> April 2021, i.e Band 3 step £20,330 is £203 or Band 5 step £27,780 is £277
- Payments will be based on an individual's full time salary as at 1<sup>st</sup> December 2021
- To be paid to all eligible staff on payroll as at the 1<sup>st</sup> December 2021
- Payments to also be made to those who moved from Band 5's and F1's between the 1<sup>st</sup> April and 30<sup>th</sup> November 2021 who are still on payroll as at 1<sup>st</sup> December 2021.
- To be paid to all substantive staff only, not including bank, locum, ad hoc
- To include those on a Fix Term Contract regardless of length of contract
- Not to pro rata the payment
- New starters after the 1<sup>st</sup> December will not receive the payment
- Staff on sick, maternity, parental leave included
- Staff on career breaks not to be included

## **Annex B**

### Selling back of Annual leave

Employers will put a scheme in place for staff to sell back a proportion of unused annual leave which will be in place before the end of the 2021/22 leave year.

This will include arrangements to sell back all of their unused annual leave which was carried over from 2020/21 leave year.

For the leave year 2021/22, it is recognised that staff need to ensure they rest and recuperate as their wellbeing is paramount. However it is also recognised that given the ongoing challenges it may not be possible to take the full leave entitlement during 2021/22. Therefore employers shall put in place arrangements for staff to sell back any remaining entitlement above statutory entitlement, so after 20 days. This will be pro rata for those working part time, and this will be inclusive of the additional day's leave provided in this leave year.

Given the opportunity to sell back annual leave above statutory entitlement annual leave carryover from 2021/22 into 2022/23 will be capped at 5 days, pro rata for part time staff. If the additional annual leave day is carried over this will be in addition to the allowed 5 days.

The payment for annual leave sold back will be calculated using an individual's basic pay rate.