

SERVICE DATES

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Your service is defined to calculate your entitlements for the following purposes as referred to in your Statement of Employment Particulars (SEP).

Should you wish any clarification on your service for any of the following purposes, please contact the Employee Support.

CONTINUOUS SERVICE

Continuous Service is defined as **unbroken service** with any local authority or other employer to which the [Redundancy Payments \(Continuity of Employment in Local Government etc\) \(Modification\) Order 1999](#) applies.

A break in service may not result in a break of continuous service if the break is no more than “a week”. For this purpose, a week is the period of seven consecutive days that begins on a Sunday and ends at midnight on the following Saturday.

This means that, in certain circumstances continuous service may be preserved even if the gap between the two periods of employment is more than seven days.

Examples:

1. Contract ended Monday 30 July 2012 and new contract from Monday 13 August 2012 **would not result in continuous service** as there has been a gap of seven consecutive days which started on a Sunday (5 August 2012) and ended at midnight on Saturday (11 August 2012).
2. Contract ended Friday 27 July 2012 and new contract from Monday 6 August 2012 **would not result in continuous service** as there has been a gap of seven consecutive days which started on a Sunday (29 July 2012) and ended at midnight on a Saturday (4 August 2012).

3. Contract ended Monday 30 July 2012 and new contract from Friday 10 August 2012 **would result in continuous service** as there has **not** been a gap of seven consecutive days which started on a Sunday (5 August 2012) and ended at midnight on a Saturday (11 August 2012).
4. There is no break in continuous service for employees who are contractually required to work school term period only, i.e. the school holiday dates do not break continuity.

➤ **Annual Leave**

For Single Status employees and Chief Officers all **unbroken service** with any Local Authority employer to which the [Redundancy Payments \(Continuity of Employment in Local Government etc\) \(Modification\) Order 1999](#) applies and any of the additional organisations recognised by Perth & Kinross Council. A list of these organisations is shown in [Additional Organisations Recognised for Annual Leave](#).

For Craft employees, all unbroken service with any Local Authority employer to which the 1999 Order applies.

In addition, where an employee returns to local government service following a break for maternity/adoption reasons, previous service will be taken into account to calculate annual leave entitlement providing no paid employment has intervened.

Refer to [Annual Leave and Public Holidays](#) for full details of annual leave provisions.

Occupational Sick Pay (OSP), Occupational Maternity Pay (OMP) & Occupational Adoption Pay (OAP) [\(back to top\)](#)

For OSP, OMP and OAP purposes, all **unbroken service** with any Local Authority employer to which the [Redundancy Payments \(Continuity of Employment in Local Government etc\) \(Modification\) Order 1999](#) applies.

In addition, where an employee returns to local government service following a break for maternity/adoption reasons, previous service will be taken into account in respect of OSP, OMP & OAP provided that the break in service does not exceed 8 years and that no paid employment has intervened.

Please refer to the [Occupational Sick Pay Guidance](#) for full details of entitlement to pay during sick leave.

The [Maternity Policy](#) and [Adoption Policy](#) also provide information on the impact on annual leave entitlement.

➤ **Redundancy**

For redundancy purposes, all **unbroken service** with any local authority is recognised. For this purpose, a local authority is one of the employers listed in the [Redundancy Payments \(Continuity of Employment in Local Government etc\) \(Modification\) Order 1999](#). *(Note - if you received any redundancy payment from a listed previous local authority employer, only the current period of service with the Council can be counted).*

➤ **Statutory**

For statutory purposes, e.g. right to claim unfair dismissal at employment tribunal, your period of continuous service dates from your date of start (most recent start date) with Perth & Kinross Council or any of its reorganisation predecessors.

In addition, for statutory purposes, continuous service with a previous employer where the employee has transferred to Perth & Kinross Council under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) is included.

Please refer to the [Service Recognition Scheme](#) or [Long Service Award Scheme \(Craft Employees\)](#) for details of qualifying service for this purpose.

➤ **Teaching**

For full details on service dates, please refer to the [SNCT Handbook of Conditions of Service](#) .