

Guidance on standby, disturbance and call out (this applies to EP&M employees only)

Standby

The EP&M terms and conditions of employment allow the following to be claimed (*all monetary values correct as at 1st April 2019*):

1) An allowance of £90.95 for each complete week of standby duty. A complete week of standby is **five or more** separate periods between Monday and Sunday.

Where an employee is on standby for five or more periods from Monday to Sunday they **cannot** claim the complete week plus the Saturday and Sunday rates.

2) For incomplete weeks of standby (i.e. less than five periods from Monday to Sunday) an employee will be compensated as follows:

Standby Weekdays (per night*)	£9.05
Standby Saturday & Sunday (per night*)	£11.85
Standby Saturday & Sunday (24 hours)	£19.28
Standby Public Holidays (24 hours)	£52.57

* A night is a minimum of between 11pm and 7am the following morning.

Examples

- 1) An employee is on standby from Monday to Sunday inclusive. As this is five or more separate periods, they should claim the weekly standby rate of **£90.95**
- 2) An employee is on standby for Friday night, all day Saturday and all day Sunday. As this is less than five periods from Monday to Sunday, they are entitled to claim the rates as follows:
 - Friday night £9.05
 - All day Saturday £19.28
 - All day Sunday £19.28Total **£47.61**

Disturbance

Disturbance Allowance = £13.03

Where an employee undertaking standby is disturbed (i.e. takes a call but does not leave home) the following will apply:

- 1) Cumulative total of less than 1 hour in a standby period – no allowance in addition to standby should be claimed on the standby/disturbance claim form.

- 2) Cumulative total of 1 hour or more in a standby period – disturbance allowance of £13.03 should be claimed on the standby/disturbance claim form. Only one disturbance allowance can be claimed in any one standby period.

Overtime rates do not apply where an employee undertaking standby is disturbed but does not leave home.

Call Out

Where an employee undertaking standby is called out (i.e. leaves their home), overtime should be claimed on the overtime claim form.

For a call out a minimum of 2 hours overtime can be claimed except where a further call out is within that 2 hour period. The overtime hours claimed cannot exceed the total duration of the standby period.

When an employee claims overtime during a standby period, no disturbance payment or non-standard working hours allowance will be made for that period.

Standby on weeks which include Public Holidays

Where a complete week of standby (five or more separate periods between Monday and Sunday) involves standby duty on one or more public holiday days, the following applies:

- The rate of £90.95 for a complete week of standby duty (five or more separate periods between Monday and Sunday) can be claimed.
- In addition to the £90.95, the public holiday rate of £52.57 can be claimed for each public holiday day worked within the Monday to Sunday period.

Example 1: An employee is on standby from 31st December to 6th January (inclusive). This is five or more separate periods between Monday and Sunday i.e. a complete week of standby and includes 3 public holidays (Hogmanay, New Years Day and 2nd January). This employee should claim 3 public holiday days at £52.57 per day (Hogmanay, New Years Day and 2nd January) plus the rate of £90.05 for a complete week of standby duty.

In this example the standby/disturbance claim form should be completed as follows:

PART 1- STANDBY - COMPLETE WEEKS (five or more separate periods between Monday and Sunday)

Date from	31/12/15	Date to	06/01/16
TOTAL NUMBER OF COMPLETE WEEKS CLAIMED FOR THIS MONTH			1

PART 2 – STANDBY – INCOMPLETE WEEKS (less than five separate periods between Monday and Sunday) or PUBLIC HOLIDAYS DURING COMPLETE WEEKS OF STANDBY

Week commencing Monday (date/month)	31/12/15	Number of Weekdays (per night)		Number of Saturdays/Sundays (per night)		Number of Saturdays/Sundays (24 hours)		Number of Public Holidays (24 hours)	3
		TOTAL WEEKDAYS (PER NIGHT) CLAIMED		TOTAL SATURDAY/SUNDAYS (PER NIGHT) CLAIMED		TOTAL SATURDAY/SUNDAYS (24 HOURS) CLAIMED		TOTAL PUBLIC HOLIDAYS (24 HOURS) CLAIMED	3

Example 2: An employee is on standby from 7th May to 13th May (inclusive). This is five or more separate periods between Monday and Sunday e.g. a complete week of standby and includes 1 public holiday (May Day). This employee should claim 1 public holiday day at £52.57 per day (May Day) plus the rate of £90.95 for a complete week of standby duty.

In this example the standby/disturbance claim form should be completed as follows:

PART 1- STANDBY - COMPLETE WEEKS (five or more separate periods between Monday and Sunday)

Date from	07/05/16	Date to	13/05/16
TOTAL NUMBER OF COMPLETE WEEKS CLAIMED FOR THIS MONTH			1

PART 2 – STANDBY – INCOMPLETE WEEKS (less than five separate periods between Monday and Sunday) or PUBLIC HOLIDAYS DURING COMPLETE WEEKS OF STANDBY

Week commencing Monday (date/month)	07/05/16	Number of Weekdays (per night)		Number of Saturdays/Sundays (per night)		Number of Saturdays/Sundays (24 hours)		Number of Public Holidays (24 hours)	1
		TOTAL WEEKDAYS (PER NIGHT) CLAIMED		TOTAL SATURDAY/SUNDAYS (PER NIGHT) CLAIMED		TOTAL SATURDAY/SUNDAYS (24 HOURS) CLAIMED		TOTAL PUBLIC HOLIDAYS (24 HOURS) CLAIMED	1

Where an incomplete week of standby (i.e. less than five periods from Monday to Sunday) involves standby duty on one or more public holiday days, the following applies:

- A rate of £9.05 (weekdays per night rate) is paid for each non-public holiday weekday where standby is per night.
- A rate of £11.85 (Saturday/Sunday per night rate) is paid for each non-public holiday Saturday or Sunday where standby is per night.
- A rate of £19.28 (Saturday and Sunday 24 hour rate) is paid for each non-public holiday day where standby covers a 24 hour period.

- The public holiday rate of £52.57 is paid for each day of public holiday standby where standby covers a 24 hour period.

Example 1: An employee is on standby from 7th May 2016 to 10th May 2016 (inclusive). This is an incomplete week of standby which includes one public holiday day (May Day). The employee works as normal during the working day on Tuesday 8th, Wednesday 9th and Thursday 10th May and is on standby overnight on those dates. The employee should claim 1 public holiday day at £52.57 and 3 days weekdays per night rate at £9.05 per day.

In this example the standby/disturbance claim form should be completed as follows:

PART 2 – STANDBY – INCOMPLETE WEEKS (less than five separate periods between Monday and Sunday) or COMPLETE WEEKS WHICH INCLUDE A PUBLIC HOLIDAY

Week commencing Monday (date/month)	07/05/16	Number of Weekdays (per night)	3	Number of Saturdays/Sundays (per night)		Number of Saturdays/Sundays (24 hours)		Number of Public Holidays (24 hours)	1
		TOTAL WEEKDAYS (PER NIGHT) CLAIMED	3	TOTAL SATURDAY/SUNDAYS (PER NIGHT) CLAIMED		TOTAL SATURDAY/SUNDAYS (24 HOURS) CLAIMED		TOTAL PUBLIC HOLIDAYS (24 HOURS) CLAIMED	1