**STANDBY/DISTURBANCE CLAIM FORM (EP&M EMPLOYEES)**

Month & Year of Claim .................................................................... Service ..........................................................................

Name .............................................................................................. Payroll Number .............................................................

**(This number MUST be quoted)**

Job Title ..........................................................................................

**THIS FORM SHOULD BE AUTHORISED AND SENT TO PAYROLL BY THE 10TH OF THE MONTH. FORMS RECEIVED AFTER THE 10TH WILL NOT BE PROCESSED UNTIL THE FOLLOWING MONTH.**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Date from |  | Date to |  |
| Date from |  | Date to |  |
| Date from |  | Date to |  |
| Date from |  | Date to |  |
| Date from |  | Date to |  |
| **TOTAL NUMBER OF COMPLETE WEEKS CLAIMED FOR THIS MONTH** | | |  |

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

**PART 3 – DISTURBANCE - ENTER DATES** (Only one disturbance allowance can be claimed per standby period)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date |  | Date |  | Date |  | Date |  |
| Date |  | Date |  | Date |  | Date |  |
| Date |  | Date |  | Date |  | Date |  |
| Date |  | Date |  | Date |  | Date |  |
| Date |  | Date |  | Date |  | Date |  |
| Date |  | Date |  | Date |  | Date |  |
| Date |  | Date |  | Date |  | Date |  |

**TOTAL NUMBER OF DISTURBANCE CLAIMS FOR THIS MONTH**

*I confirm that the above were worked by me and that prior approval by the appropriate officer was obtained. The sessions worked have been claimed in the correct section.*

Signature of Claimant ............................................................................... Date ....................................

Signature of Authorising Manager ............................................................. Date ....................................

Name of Authorising Manager (Printed)………………………………………………………………………..

# Guidance Notes

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

# Standby

**Complete Week of Standby**

A complete week of standby is **five or more** separate periods between Monday and Sunday. An allowance of

£90.95 is payable for each complete week of standby duty.

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.

# Incomplete Week of Standby

For incomplete weeks of standby (i.e. **less than five** periods from Monday to Sunday) the following allowances are payable for each separate period of standby:

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.

# Standby Examples

1. An employee is on standby from Monday to Sunday inclusive. As this includes 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 following rates:
   * Friday night £9.05
   * All day Saturday £19.28
   * All day Sunday £19.28

- Total **£47.61**

# See the standby guidance notes on the Zone for examples of standby on weeks which include public holidays.

**Disturbance**

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 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 each call out a minimum of 2 hours overtime can be claimed except where a further call out is within that 2 hour period. The total 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.