

# A-G Pay & GPS Principles



# P&GPS Principles: Contents

Principles are categorised into different 'scenarios' – the tables below will take you through to the relevant principle.



	GPS principle	Pay principle
<b>Paid Leave</b>	<u>Family Leave: Maternity Leave, Adoption Leave, Paternity Leave, Shared Parental Leave &amp; Leave for Partners</u>	<u>Family Leave: Maternity Leave, Adoption Leave, Paternity Leave, Shared Parental Leave, Leave for Partners</u>
	<u>Sickness Absence &amp; Emergency Leave</u>	<u>Sickness Absence</u>
	<u>Other:</u> <ul style="list-style-type: none"> <li>• <u>Paid Compassionate Leave</u></li> <li>• <u>Leave for Public Duties</u></li> <li>• <u>Jury Service</u></li> </ul>	<u>Other Leave</u>
	<u>Foster Leave</u>	<u>Foster Leave</u>
<b>Unpaid leave</b>	<u>Compassionate Leave / Sabbatical</u>	<u>Parental Leave</u>
	<u>Absent without leave</u>	
<b>Change in circumstances</b>	<u>New Starters 2024</u>	<u>New Starters 2024 &amp; 2025 Graduates</u>
	<u>Working Hours</u>	
	<u>Grade Change</u>	
	<u>Secondment</u> <u>GPS Plan Change</u>	<u>Promotions/Lateral Move</u> <u>Secondment</u>
	<u>Protections</u>	<u>Protections (heritage LTSB)</u>
	<u>Temporary worker to Permanent</u>	
<b>Other</b>		<u>Additional Responsibilities Allowance</u> <u>At Minimum of Pay Range</u>
		<u>Market Plus or Maximum of Pay Range</u> <u>Non-Consolidated Car Allowance</u>

	GPS principle	Pay principle
<b>Agency workers</b>	<u>Agency Worker / Temporary individuals</u>	
<b>Performance</b>	<u>Disciplinary</u>	<u>Disciplinary</u>
	<u>Back to Your Best: Formal Review</u>	<u>Back to Your Best – Formal Review</u>
	<u>Performance Adjustment for events, risk or conduct matters</u>	
<b>Eligible leavers</b>	<u>Retirement, Redundancy, End of Fixed Term Contract, TUPE, Death in Service</u>	<u>Retirement (incl. ill health), Redundancy, Garden Leave, End of Fixed Term Contract, TUPE</u>
	<u>Leavers after 31/12/2024 through Resignation, Career Break or Mutual Agreement</u>	
<b>Ineligible leavers</b>	<u>Leaves before 31/12/2024: Resignation, Career Break, Termination by Mutual Agreement</u>	<u>Leaves before 31/3/2025: Resignation, Career Break, Termination by Mutual Agreement</u>
	<u>Dismissal</u>	<u>Dismissal</u>
	<u>Full list of ineligible leavers</u> <u>Deferrals for ineligible leavers</u>	

Note: Lloyds India covered by local A-G P&GPS Principles

# Leave/unpaid leave

GPS

Automatic adjustments rely on accurate Workday data. Line Managers to consider GPS principles in all decisions where indicated.

SCENARIO	PRINCIPLE	APPLICATION	
LEAVE		A-E Profit Share	F-G/Enhanced/Specialist
<p><b>Family Leave:</b></p> <ul style="list-style-type: none"> <li>• Maternity Leave</li> <li>• Adoption Leave</li> <li>• Paternity Leave</li> <li>• Shared Parental Leave</li> <li>• Leave for Partners</li> </ul> <p>• <b>Parental Leave – unpaid</b></p>	<p>Any award should be <b>reduced</b> to reflect time spent on leave where this is <b>more than 28 days</b> (i.e. they are eligible for the first 28 days only). The 28 days applies from the start of family leave and only applies once where multiple periods/types of family leave are taken during the performance year.</p> <p><b>Exceptions:</b></p> <ul style="list-style-type: none"> <li>• Keeping in Touch (KIT) days and Shared Parental Leave in Touch (SPLIT) days, where colleague is eligible for GPS.</li> <li>• <b>Parental leave:</b> this is <b>unpaid</b> from day 1 and ineligible for GPS for full period.</li> </ul>	<p><b>Line Manager Action: None</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to final award where: a) family leave more than 28 calendar days, and/or b) any unpaid parental leave. The final award will include KIT/SPLIT days worked.</p> <p><b>What's in Workday:</b> The number of ineligible days will be shown in the tool for information only, along with any eligible KIT/SPLIT days worked.</p>	<p><b>Line Manager Action:</b> When determining discretionary awards, <b>line manager should ensure policy is appropriately applied to award recommendation.</b> Awards should be <b>inclusive</b> of any KIT / SPLIT days worked.</p> <p><b>How it's applied:</b> Automatic pro-ration applied to team budget, individual GPS guide range and maximum* where: a) family leave more than 28 calendar days, and/or b) any unpaid parental leave.</p> <p><b>What's in Workday:</b> In a change this year, the tool will only display the number of <b>ineligible</b> days which you should be pro-rating the award for. A new field will also give you a summary % that an individual is <b>ineligible</b> for GPS reflecting all periods of ineligible leave, new hire start date &amp; leave dates.</p>
<p><b>Sickness Absence &amp; Emergency Leave</b></p>	<p>Any award should be <b>reduced</b> to reflect time spent on leave where this is <b>more than 28 days (i.e. they are eligible for the first 28 days only)</b>.</p> <p><b>Exceptions (i.e. excluded from absence totals):</b></p> <ul style="list-style-type: none"> <li>• Pregnancy related illness.</li> </ul>	<p><b>Line Manager Action: None</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to final award where leave is more than 28 calendar days. The number of ineligible days will be shown in the tool for information only.</p>	<p><b>Line Manager Action:</b> When determining discretionary awards, <b>line manager should ensure policy is appropriately applied to award recommendation.</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to team budget, individual GPS guide range and maximum* where more than 28 calendar days.</p> <p><b>What's in Workday:</b> In a change this year, Workday will only display the number of <b>ineligible</b> days which you should be pro-rating the award for. A new field will also give you a summary % that an individual is <b>ineligible</b> for GPS reflecting all periods of ineligible leave, new hire start date &amp; leave dates.</p>

Notes:

- "Calendar days" includes weekends
- \*The Specialist process does not have a team budget in the system. There is no individual GPS guide range or maximum.

# Leave/unpaid leave

GPS

Automatic adjustments rely on accurate Workday data. Line Managers to consider GPS principles in all decisions where indicated.

SCENARIO	PRINCIPLE	APPLICATION	
LEAVE		A-E Profit Share	F-G/Enhanced/Specialist
<ul style="list-style-type: none"> <li>Other</li> <li>• Paid</li> <li>Compassionate Leave</li> <li>• Leave for Public Duties</li> <li>• Jury Service</li> </ul>	<p>Any award should be <b>reduced</b> to reflect time spent on leave where this is <b>more than 28 days (i.e. they are eligible for the first 28 days only)</b>.</p> <p><b>Exceptions (i.e. excluded from absence totals):</b></p> <ul style="list-style-type: none"> <li>• Disability Change Management Leave.</li> <li>• Workplace Adjustment Leave.</li> </ul>	<p><b>Line Manager Action: None</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to final award where leave is more than 28 calendar days.</p> <p><b>What's in Workday:</b> The number of ineligible days will be shown in Workday for information only.</p>	<p><b>Line Manager action:</b> When determining discretionary awards, <b>line manager should ensure policy is appropriately applied to award recommendation.</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to team budget, individual GPS guide range and maximum where more than 28 calendar days*.</p> <p><b>What's in Workday:</b></p> <ul style="list-style-type: none"> <li>- In a change this year, Workday will only display the number of <b>ineligible</b> days which you should be pro-rating the award for.</li> <li>- A new field will also give you a summary % that an individual is <b>ineligible</b> for GPS reflecting all periods of ineligible leave, new hire start date &amp; leave dates.</li> </ul>
<p><b>Foster Leave</b></p>	<p><b>Eligible</b> for time spent on Foster Leave (up to 70 hours).</p>	<p><b>Line Manager Action: None</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to final award where leave is more than 70 hours.</p>	<p><b>Line Manager action:</b> When determining discretionary awards, <b>line manager should ensure policy is appropriately applied to award recommendation</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to team budget, individual GPS guide range and maximum where more than 70 hours*.</p> <p><b>What's in Workday:</b></p> <ul style="list-style-type: none"> <li>- In a change this year, Workday will only display the number of <b>ineligible</b> days which you should be pro-rating the award for.</li> <li>- A new field will also give you a summary % that an individual is <b>ineligible</b> for GPS reflecting all periods of ineligible leave, new hire start date &amp; leave dates.</li> </ul>
UNPAID LEAVE			
<ul style="list-style-type: none"> <li>• Compassionate Leave – unpaid</li> <li>• Sabbatical</li> <li>• Absent without leave</li> </ul>	<p>Awards should be <b>reduced</b> to reflect any period of <b>unpaid</b> leave, regardless of duration.</p>	<p><b>Line Manager Action: None</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to final award.</p>	<p><b>Line Manager action:</b> When determining discretionary awards, <b>line manager should ensure policy is appropriately applied to award recommendation.</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to team budget, individual GPS guide range and maximum*.</p> <p><b>What's in Workday:</b></p> <ul style="list-style-type: none"> <li>- In a change this year, Workday will only display the number of <b>ineligible</b> days which you should be pro-rating the award for.</li> <li>- A new field will also give you a summary % that an individual is <b>ineligible</b> for GPS reflecting all periods of ineligible leave, new hire start date &amp; leave dates.</li> </ul>

Notes:

- "Calendar days" includes weekends
- \*The Specialist process does not have a team budget in the system. There is no individual GPS guide range or maximum.

# Change in circumstances

GPS

Automatic adjustments rely on accurate Workday data. Line Managers to consider GPS principles in all decisions where indicated.

SCENARIO	PRINCIPLE	APPLICATION	
CHANGE IN CIRCUMSTANCES		A-E Profit Share	F-G / Enhanced / Specialist
<b>New Starters 2024</b>	<b>Eligible</b> for an award from the date of joining.	<p><b>Line Manager Action: None</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to final award.</p>	<p><b>Line Manager action:</b> When determining discretionary awards, <b>line manager should ensure policy is appropriately applied to award recommendation.</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to team budget, individual GPS guide range and maximum*. <b>Typically, awards should only be made to those with less than 3 months service if contribution has been outstanding.</b></p> <p><b>What's in Workday:</b></p> <ul style="list-style-type: none"> <li>- A new field this year will give you a summary % that an individual is <b>ineligible</b> for GPS reflecting all periods of ineligible leave, <b>new hire start date</b> &amp; leave dates.</li> </ul>
<b>Working Hours</b>	<b>Eligible</b> for an award <b>adjusted</b> to reflect the periods of time on different working hours.	<p><b>Line Manager Action: None</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to final award.</p>	<p><b>Line Manager action:</b> When determining discretionary awards, <b>line manager should ensure policy is appropriately applied to award recommendation.</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to team budget, individual GPS guide range and maximum*.</p>
<b>Grade Change</b>	<b>Eligible</b> for an award <b>adjusted</b> to reflect the periods of time at the different grade.	<p><b>Line Manager action:</b> When determining the award category, line managers should consider their contribution <b>at both grades.</b></p> <p><b>How it's applied:</b> Final award calculated based on grade as of 31 December.</p>	<p><b>Line Manager action:</b> When determining the discretionary award, <b>line manager should consider contribution at both grades.</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to team budget, individual GPS guide range and maximum*.</p>
<b>Secondment GPS Plan Change</b>	<b>Eligible</b> for an award <b>adjusted</b> to reflect the periods of time in the different circumstances.	<p><b>Line Manager action:</b> <b>When determining the award category, line managers should consider their contribution at both grades/GPS plans.</b> Exception: if a colleague moved from Specialist/Enhanced plan to the Standard Group plan and the final award does not feel reflective of contribution and opportunity, a correction can be raised.</p> <p><b>How it's applied:</b> Final award calculated on grade and GPS plan as of 31 December.</p>	<p><b>Line Manager action:</b> When determining the discretionary award, <b>line manager should consider contribution at both grades/GPS plans</b>, speaking to the previous line manager where appropriate.</p> <p><b>How it's applied:</b> Automatic pro-ration applied to team budget, individual GPS guide range and individual maximum* with <b>exception of in-year changes between Group and Specialist/Enhanced GPS Plans.</b> As your year-end grade drives the process you are in, this includes where an E is on secondment as an F as of 31 December.</p>

Notes: \*The Specialist process does not have a team budget in the system. There is no individual GPS guide range or maximum.



# Change in circumstances/agency workers/performance

GPS

Automatic adjustments rely on accurate Workday data. Line Managers to consider GPS principles in all decisions.

SCENARIO	PRINCIPLE	APPLICATION	
CHANGE IN CIRCUMSTANCES		A-E Profit Share	F-G / Enhanced / Specialist
<b>Protections</b>	<b>Eligible</b> for an award based on the GPS range for the <b>protected grade for 12 months</b> following appointment. Eligibility should be applied <b>pro-rata across performance years</b> , e.g. protected G from 01/07/23 - 30/06/24. entitled to be considered for 6 months award at G range and 6 months at F range in 2024. ( <a href="#">Protections policy</a> ).	<b>Line Manager action:</b> <b>Where a colleague has Grade F protection</b> , consider this and their full-year contribution when selecting an <b>award category</b> .  <b>How it's applied:</b> Grades A-E are all in the same Profit Share, with the same levels of opportunity.	<b>Line Manager action:</b> When determining discretionary awards, <b>line manager should ensure policy is appropriately applied to award recommendation, considering time eligible at protected grade</b> .  <b>How it's applied:</b> Team budget, individual GPS guide range and maximum will reflect actual grade at year end.  <b>What's on Workday:</b> The smart panel will show where a colleague has GPS protection.
<b>Temporary Worker to Permanent</b>	<b>Eligible to be considered</b> for an award from the date they joined as a temporary worker, provided they were in scope of the Agency Worker Regulations and level of pay is comparable to permanent worker. ( <a href="#">Eligibility detailed here</a> ).	<b>Line Manager Action: None</b>  <b>How it's applied:</b> Awards will be adjusted centrally to include GPS relating to time as a temporary worker.	<b>Line Manager action:</b> Line managers will be sent details of eligible colleagues and will have discretion on a GPS award relating to their time as a temporary worker.
AGENCY WORKERS			
<b>Agency Worker / Temporary individuals</b>	Agency workers or contractors must be in scope of the Agency Worker Regulations i.e. employed via PAYE or via an umbrella company to be eligible. Paid via the Agency subject to Agency Terms & Conditions.	<b>Line Manager Action: None</b>  <b>How it's applied:</b> Automatic pro-ration applied to final award.	<b>Line Manager Action: None</b> Separate guidance will be provided to line managers
PERFORMANCE			
<b>Disciplinary</b>	Award must be <b>reduced</b> in line with the sanction by: <ul style="list-style-type: none"> <li>50% for 6-month written warning.</li> <li>100% for 12-month written warning or final written warning.</li> </ul> The reduction should be applied to the GPS award for the performance period in which the disciplinary event took place where possible. Where <b>pending a disciplinary hearing outcome</b> , make a zero-award recommendation until the outcome is known. If an award can be made once the outcome is known, the corrections process should be used.	<b>Line Manager Action:</b> <b>Line managers must select 'zero' if a 12-month written warning has been issued or if a disciplinary outcome is pending.</b> Add reason for the zero award in the award rationale.  <b>How it's applied:</b> 6-month warnings will be automatically adjusted to final award.	<b>Line Manager Action:</b> <b>Line managers must manually reduce</b> the award in line with the policy e.g. line managers submit £0 GPS for those with a 12-month or final written warning. Add details of the reduction/removal in the award rationale.
<b>Back to Your Best: Formal Review</b>	Any award must be <b>reduced</b> by the number of <b>days</b> spent <b>on Formal Review only</b> .  Time on Structured Support does not impact GPS eligibility.	<b>Line Manager Action: None</b>  <b>How it's applied:</b> Automatic pro-ration applied to final award.	<b>Line Manager action :</b> When determining discretionary awards, line manager should ensure policy is appropriately applied to award recommendation, <b>reducing their recommended award by the number of days spent on Formal Review and detailing in the rationale</b> .
<b>Performance Adjustment for events, risk or conduct matters</b>	<b>Eligible</b> for an award <b>subject to</b> the outcome of any <b>Performance Adjustment conditions</b> .	<b>Line Manager Action: None</b>  <b>How it's applied:</b> Any conditions on award will be applied centrally to the final award.	<b>Line Manager action:</b> Line manager to <b>adjust the award and detail in the rationale</b> .

# Eligible / ineligible leavers

GPS

Automatic adjustments rely on accurate Workday data. Line Managers to consider GPS principles in all decisions.

SCENARIO	PRINCIPLE	APPLICATION	
ELIGIBLE LEAVERS		A-E Profit Share	F-G / Enhanced / Specialist
<ul style="list-style-type: none"> <li>▪ Retirement (incl. ill health)</li> <li>▪ Redundancy</li> <li>▪ End of Fixed Term Contract</li> <li>▪ TUPE</li> <li>▪ Death in Service</li> </ul>	<p><b>Eligible</b> to be considered for an award, <b>pro-rated</b> to leave date if worked for any part of 2024.</p>	<p><b>Line manager action: None</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to final award.</p>	<p><b>Line Manager action:</b> When determining discretionary awards, <b>line manager should ensure policy is appropriately applied to final individual award.</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to team budget and individual maximums*.</p> <p><b>What's in Workday:</b></p> <ul style="list-style-type: none"> <li>- A new field this year will give you a summary % that an individual is <b>ineligible</b> for GPS reflecting all periods of ineligible leave, new hire start date &amp; <b>leave dates</b>.</li> </ul>
<p><b>Leaves after 31/12/2024:</b></p> <ul style="list-style-type: none"> <li>▪ Resignation</li> <li>▪ Career Break</li> <li>▪ Mutual Agreement</li> </ul>	<p><b>If employed on 31 December 2024:</b></p> <ul style="list-style-type: none"> <li>- <b>Colleagues on profit share will be eligible</b> for an award <b>up to £2,000</b>.</li> <li>- <b>Colleagues on F-G/Enhanced/Specialist will be eligible to be considered for an award up to £2,000, but this is not guaranteed and at Line manager discretion.</b></li> </ul> <p>Any awards up to £2,000 will be payable in March 2025. Any amount over £2,000 (the deferred award) will be forfeited if the individual gives notice or leaves before the vesting date (usually mid-June). A full list of eligible/ineligible Workday leaver reasons and deferral treatment can be found on the following two pages.</p> <p>Note: this eligibility applies only to <b>GPS</b>.</p> <p><i>MRTs are not eligible for any unvested element of their award following resignation.</i></p>	<p><b>Line manager action: None</b></p> <p><b>How it's applied:</b> Automatic pro-ration applied to final award with award reduced centrally if over £2,000.</p>	<p><b>Line Manager action:</b> Line Manager has discretion to <b>determine award</b> up to maximum of £2,000.</p>
INELIGIBLE LEAVERS			
<p><b>Leaves before 31/12/2024:</b></p> <ul style="list-style-type: none"> <li>▪ Resignation</li> <li>▪ Career Break</li> <li>▪ Termination by Mutual Agreement</li> </ul> <p><b>Leaves at any time:</b></p> <ul style="list-style-type: none"> <li>▪ Dismissal</li> </ul>	<p><b>Ineligible</b> for an award if exited <b>before 31 December 2024</b> due to resignation, career break or mutual agreement.</p> <p><b>Ineligible</b> for any award or deferred award if they are dismissed (at any time).</p> <p>A full list of eligible/ineligible Workday leaver reasons and deferral treatment can be found on the following page.</p>	<p><b>Line Manager action:</b> If the leaver information is entered in Workday the individual will be automatically excluded. Otherwise, Line Manager to <b>adjust award</b> to zero.</p>	<p><b>Line Manager action (may be required):</b> If the leaver information is entered in Workday the individual will be automatically excluded. Otherwise, line manager to <b>propose</b> zero award.</p>

Notes: \*The Specialist process does not have a team budget in the system. There is no individual GPS guide range or maximum.

# Leaver GPS Eligibility

GPS

Workday Leaver Reason	Principle
Retirement	<b>Eligible</b> for an award, subject to any pro-ration.
Redundancy	
End of fixed contract	
TUPE	
Death in Service	
Group Transfer > Transfer Overseas	

Workday Leaver Reason	Principle
Career Break – Other	<p><b>Ineligible if leave on/before 31 December 2024.</b></p> <p>Eligible for consideration of an award up to £2,000 (subject to LM discretion for F-G/Enhanced/Specialist) <b>if leave after 31 December 2024.</b></p>
Career Break – Caring Responsibilities	
Contract Terminated – Inability To Undertake Role – Ill Health	
Resignation – Ill Health	
Resignation – As A Result Of Group Transfer	
Resignation – Emigration	
Resignation – Better Pay And Benefits	
Resignation – Career Prospects	
Resignation – Work Permit Expiry	
Resignation – Caring Responsibilities	
Resignation – After Family Leave	
Resignation – During Family Leave	
Resignation – Personal Circumstances	
Settlement Agreement – Mutual (Not Performance Related)	

Workday Leaver Reason	Principle
Contract Terminated > Did Not Join	<b>Ineligible</b> for an award.
Contract Terminated > Recruitment Failed Training	
Contract Terminated > Work Permit Issue	
Contract Terminated > Persistent Absences	
Contract Terminated > Gross Misconduct	
Contract Terminated > Performance	
Contract Terminated > Long Term Absence	
Contract Terminated > Unauthorised Absence	
Contract Terminated > Inability To Undertake Role – Competence (New To Role)	
Contract Terminated > Inability To Undertake Role – Competence	
Contract Terminated > Unsatisfactory References	
Contract Terminated > Some Other Substantial Reason	
Contract Terminated > Gross Misconduct – Theft/Fraud	
Contract Terminated > Repeated Misconduct	
Resignation > Resigned Pending Disciplinary	
Resignation > Resigned Pending Investigation	
Settlement Agreement > Mutual Exit (Performance)	



# Ineligible leavers – GPS deferral treatment

GPS

## When this applies

- If a colleague is dismissed from the Group, resign, or leave for any reason\*, they will generally forfeit / lose some or all of their GPS award. This also applies to deferred elements of prior year awards.
- The treatment below does not apply to Material Risk Takers/Identified Staff or Executives, who will forfeit all unvested elements of their GPS award(s) if under notice.

\*Excludes those who left for retirement (inc early retirement from illness), redundancy, TUPE, End of Fixed Term Contract or Death in Service who will remain eligible to be considered for a 2024 GPS award and prior year deferred awards will be retained.

## Deferral treatment

Scenario	Impact on the cash element GPS 2024 (paid Mar-25) <sup>1</sup>	Impact on deferred element of GPS 2024 (paid in Jun-25 and beyond) <sup>2</sup>	Impact on any other deferred awards <sup>2</sup>
<b>Not employed on 31 Dec-24</b>	Not eligible for a GPS 2024 award	Not eligible for a GPS 2024 award.	Any prior year deferred award(s) will be forfeited upon notice of leaving being given
<b>Under notice but employed on 31 Dec-24</b>	Up to the first £2,000 of GPS award, where an award has been given, will be paid	Deferred GPS due in Jun-25 (and beyond) will be forfeited upon notice of leaving being given	Any prior year deferred award(s) will be forfeited upon notice of leaving being given
<b>Under notice or have left the Group between 1 Jan-25 and 19 Jun-25</b>	Up to the first £2,000 of GPS award, where an award has been given, will be paid	Deferred GPS due in Jun-25 (and beyond) will be forfeited upon notice of leaving being given	Any prior year deferred award(s) will be forfeited upon notice of leaving being given
<b>Not under notice and still employed on 20 Jun-25</b>	Up to the first £2,000 of GPS award will be paid	Eligible for deferred GPS due in Jun-25. Future deferrals will be forfeited if leaving in the future (other than for the reasons stated below <sup>2</sup> )	Any prior year deferred award(s) will be forfeited if leaving in the future (other than for the reasons stated below <sup>2</sup> )

If a colleague is paid a deferred award and it comes to light at a later date that they left<sup>2</sup> the Group prior to vesting (release) the overpaid funds will need to be repaid.

<sup>1</sup>For the cash element of GPS 2024 paid in Mar-25 a full breakdown of GPS eligible leaver reasons can be found on the previous slide.

<sup>2</sup>For the deferred element of GPS 2024 paid in Jun-25 and beyond, and any other deferred awards the eligible leaver reasons are redundancy, retirement, ill health early retirement, TUPE transfer, end of fixed term contract or death only.

# Leave/Change in circumstances

Pay

For the majority of grade A–E colleagues pay awards, and any policy adjustments, will be applied centrally. For line managers of grade F&G colleagues in devolved pay, pay principles will need to be considered when making awards.

SCENARIO	PRINCIPLE
<b>LEAVE</b>	
<b>Family Leave:</b> <ul style="list-style-type: none"> <li>• Maternity Leave</li> <li>• Adoption Leave</li> <li>• Paternity Leave</li> <li>• Shared Parental Leave</li> <li>• Leave for Partners</li> <li>• Parental Leave – unpaid</li> <li>• Foster Leave</li> </ul>	Anyone taking Family Leave <b>is eligible</b> for an award.
<b>Sickness Absence</b>	Anyone on sick leave <b>is eligible</b> for an award.
<b>Other Leave</b>	Individuals <b>are eligible</b> for an award if they take leave for Reservists, Sabbatical, Absent Without Leave, or Compassionate & Emergency Leave.
<b>CHANGE IN CIRCUMSTANCES</b>	
<b>New Starters</b>	All new starters before 1 April 2025 <b>are eligible</b> for an award.
<b>Graduates</b>	All graduates <b>are eligible</b> for an award.
<b>Promotions / Lateral Move</b>	Anyone who was promoted or made a lateral move before 1 April <b>is eligible</b> for a Pay Award based on their post-promotion/lateral move salary. The impact of 1 April pay reviews must be considered when reviewing any salary changes (e.g. promotion/lateral move) keyed before 1 April but effective after 1 April.
<b>Secondment</b>	Anyone on a secondment <b>is eligible</b> for an award based on seconded Pay Range and grade.
<b>Protections (heritage LTSB)</b>	<p>For 2025 the agreed market movement that will apply to this Policy is 4%.</p> <p>For colleagues covered by the LTSB PPA policy the majority will receive an <b>equal or higher award</b> through the pay offer that we've made.</p> <p><b>Line managers of colleagues in devolved pay who are covered by the LTSB PPA policy and whose protection started on or before 31 December 2024 will need to award at least 4% pay award.</b></p> <p>Please refer to the <a href="#">Protections Transitional Arrangements</a> and <a href="#">Protections Arrangements</a> for full information.</p>
<b>Additional Responsibilities Allowance</b>	Anyone with additional responsibilities allowance <b>is eligible</b> for an award based on their permanent grade and salary.
<b>At Minimum of Pay Range</b>	Those on the minimum of their pay range <b>are eligible</b> for an award. People shouldn't be paid below the minimum of their pay range unless they're on a formal review.
<b>Market Plus or Maximum of Pay Range</b>	Pay awards should be capped at the maximum of the pay range. If you're above the maximum of your pay range, you'll be ineligible for a pay award. There will not be any non-consolidated cash payments for colleagues in Devolved Pay.
<b>Non-Consolidated Car Allowance</b>	Those who do not have a consolidated car allowance <b>are eligible</b> for an award. The value of any non-consolidated car allowance must be considered as part of base pay when calculating the position in the Pay Range. However, the value of the car allowance won't be added to base pay for any salary increase.

# Performance / eligible / ineligible leavers



For the majority of grade A–E colleagues pay awards, and any policy adjustments, will be applied centrally. For line managers of grade F&G colleagues in devolved pay, pay principles will need to be considered when making awards.

SCENARIO	PRINCIPLE
<b>PERFORMANCE</b>	
<b>Disciplinary</b>	<u>CHANGE FOR 2024:</u> Individuals <b>are eligible</b> for a pay award.
<b>Back to Your Best: Formal Review</b>	Anyone who is on a Formal Review <b>won't be eligible</b> for an award unless their salary is below the Real Living Wage. They're then entitled to a Real Living Wage uplift. When their formal review period ends, their manager will review their salary and, if applicable, apply an award which would bring them to the minimum of their pay range.  Anyone on Structured Support remains eligible.
<b>ELIGIBLE LEAVERS</b>	
<ul style="list-style-type: none"> <li>▪ Retirement (incl. ill health)</li> <li>▪ Redundancy</li> <li>▪ Garden Leave</li> <li>▪ End of Fixed Term Contract</li> <li>▪ TUPE</li> </ul>	If someone leaves on or after 1 April 2025 they <b>are eligible</b> for an award.
<b>INELIGIBLE LEAVERS</b>	
<b>Leaves before 31/3/2025:</b> <ul style="list-style-type: none"> <li>▪ Resignation</li> <li>▪ Career Break</li> <li>▪ Termination by Mutual Agreement</li> <li>▪ Dismissal</li> </ul>	Anyone leaving on or before 31 March 2025 due to a career break, resignation, or termination of their contract by mutual agreement <b>is ineligible</b> for a pay award.  Anyone leaving due to dismissal <b>is ineligible</b> for a pay award.