

57157

Request for the most up-to-date terms and conditions of employment for your local authority's directly employed workers (excluding teaching staff), covering the following areas:

Standard full-time working hours per week

36 hours

Standard working hours per day and any variations (e.g., flexi-time, shift patterns)

Standard working week

	Monday to Thursday	Friday
Standard working hours	8.30am to 5.00pm	8.30am to 3.55pm
Length of day in hours	7 hours 25 minutes	6 hours 20 minutes
Length of day in decimals	7.42 hours	6.33 hours
Unpaid lunch break	1 hour 5 minutes	1 hour 5 minutes

The Council (we) recognises that how we work, and the flexibility we have within our work brings a range of benefits for both the Council and our colleagues, we therefore have flexible working [policy](https://www.edinburgh.gov.uk/directory-record/1208372/flexible-working-policy) (<https://www.edinburgh.gov.uk/directory-record/1208372/flexible-working-policy>) which enables colleagues to vary the standard working week depending on the role they undertake.

Pay frequency/cycles (e.g., weekly, fortnightly, monthly)

Monthly

Annual leave entitlement (including any variations by length of service)

Non School Staff

The holiday year starts on 1 October to 30 September. The annual leave entitlement for full time staff working a standard 36-hour week is

- 27 days (194.4 hours) plus 6 public holidays (43.2 hours) - if you have less than five years' continuous service at the start of the leave year. Combined annual leave and public holiday entitlement is 237.6 hours (194.4 + 43.2).
- 32 days (230.4 hours) plus 6 public holidays - after five years' but less than 10 years' continuous service at the start of the leave year. Combined annual leave and public holiday entitlement is 273.6 hours (230.4 + 43.2).
- 35 days (252.0 hours) plus 6 public holidays (43.2 hours) - after 10 years' continuous City of Edinburgh Council service at the start of the leave year. Combined annual leave and public holiday entitlement is 295.2 hours (252.0 + 43.2).

School and Educational Establishment Based Staff

The annual leave entitlement for full time colleagues working a standard 36-hour week in a school is as follows.

- 23 days (165.6 hours) plus 10 public holidays (72 hours) - if you have less than five years' continuous service at the start of the leave year. Combined annual leave and public holiday entitlement is 237.6 hours (165.6 + 72).
- 28 days (201.6 hours) plus 10 public holidays (72 hours) - after five years' but less than 10 years' continuous service at the start of the leave year. Combined annual leave and public holiday entitlement is 273.6 hours (201.6 + 72).

- 31 days (223.2 hours) plus 10 public holidays (72 hours) - after 10 years' continuous City of Edinburgh Council service at the start of the leave year. Combined annual leave and public holiday entitlement is 295.2 hours (223.2 + 72).

Number of public holidays recognised and granted

(see above)

Overtime payment rates and conditions

Overtime for grades 1-7

Employees will be eligible for applicable overtime payments as authorised by their line manager.

Overtime will be paid at time and a half, including weekends. Your pay point will be used to calculate overtime payments even if you're on a protected salary. If you're acting-up then the acting-up rate will be used.

Overtime for grade 8 and above

Employees will not normally be paid overtime. However, if approved by your line manager, overtime in **exceptional** cases will be paid at the hourly rate of the top point of Grade 7.

Overtime for part-time employees

Employees who work part-time, they will be paid "plain time" for the additional hours beyond your contracted hours and up to those of the full-time equivalent. For those who work more than 36 hours the rules detailed above apply.

Standby/call-out payment rates and applicable criteria

Eligibility

Stand-by payments are available to employees in grades 1-7. Payments to employees in Grade 8 and above would be made in exceptional circumstances only.

Rates

The standard stand-by rate for all grades is as follows. These rates are pro-rated based on contractual hours

- £142.85 for a full week.

Part weeks are paid at daily rates of

- £17.14 per day Monday to Friday
- £28.57 per day Saturday, Sunday and public holidays.

Payment amounts correct as at 1 April 2025.

Stand-by times

These are from the end of one business day until the start of the next business day. If the normal working day is 8.30am - 5.00pm, then stand-by is 5.00pm - 8.00am.

On call

Payment rates

1. Employees will be paid overtime rates from the time they report for work at the designated place and are ready to carry out the work.
2. A paid 30-minute period of preparation will be allowed for the first call-out to allow employees to prepare, prioritise and organise their work requirements.
3. A minimum of two hours overtime will be paid for the first call-out, including preparation time.
4. A further call-out during the first two-hour period will not trigger additional payments.

5. A further 30-minutes preparation will be allowed for each call-out that occurs after the first two hours if they have returned or are returning home following completion of a call-out

First aid allowance (including eligibility and payment amounts)

- £32.02 monthly.
- This payment is contained in the national Scottish Joint Council National Agreement on Pay and Conditions of Service for LGEs (the “Red Book”).

Higher duty payments or acting-up allowance conditions and rates

Payment for acting up

Payment for a period of acting up will start from day one for employees in grades 1-4.

For employees in grades 5-12, payment for acting up will be retrospectively applied to day one, after a continuous period of 28 calendar days (four weeks).

Overtime will be paid at the acting up rate, and payment will be calculated using the SCP in the acting up grade for the post, up to the maximum scale point of grade 7.

Subsistence allowance (e.g., meals, overnight stays – amounts and qualifying criteria)

We will reimburse any reasonable expenditure incurred in the course of an employee's duties, for example, meals and drinks, except alcohol.

This must be agreed with the line manager before the trip and provide receipts as proof

Maternity leave provisions (including occupational pay entitlement)

Information is contained within our Family Leave Policy which is available online:

<https://www.edinburgh.gov.uk/directory-record/1619863/family-leave-policy>

Mileage allowance rates for business travel

Car mileage for authorised car users

For authorised car users who use their own car on Council business the mileage rate is:

- 45p per mile for the first 10,000 miles, and
- 25p per mile after.

Advisory electricity rate

- The advisory electricity rate for fully electric cars is 7p per mile.
- Electricity is not a fuel for car fuel benefit purposes.

Car benefit scheme users

Petrol

- Engine size 1400cc or less: amount per mile is 12p
- Engine size 1401cc to 2000cc: amount per mile is 14p
- Engine size over 2000cc: amount per mile is 22p

LPG

- Engine size 1400cc or less: amount per mile is 11p
- Engine size 1401cc to 2000cc: amount per mile is 13p
- Engine size over 2000cc: amount per mile is 21p

Diesel

- Engine size 1600cc or less: amount per mile is 11p
- Engine size 1601cc to 2000cc: amount per mile is 13p
- Engine size over 2000cc: amount per mile is 17p