

8.07 Pay for Overseas Postings v3

The policy set out in this section details the various terms and conditions which apply when you are posted to an overseas location.

This section gives guidance on:

- How allowances or entitlements may be affected by the length of posting - Section 1 London weighting
- How your pay may be affected
- What the effect may be on overtime - Section 5 Overtime and premium payments
- Rules on travel time - Section 5.5 Overtime and premium payments/Travelling time
- Leave entitlement while overseas - Section 6 Leave
- Handling of salary advances - Section 7 Advance of Salary

The following terms within this policy are defined in the glossary:

plain time rates of overtime, conditioned to net hours, mark time basis, extra pay lead, European Commission's Daily Allowance, Inner London Weighting.

You may also be interested in the following policies:

9.13 Subsistence Allowances, 9.02 Official Travel, 9.03 Concessionary Travel, 9.15 Refunds of and assistance with expenditure incurred on removal.

This policy is version 3.

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

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1 London Weighting

1.1 If you are posted Overseas on permanent transfer or for a period of detached duty of more than 4 months you are entitled to receive inner London Weighting in addition to your national salary from the date that Cost of Living Addition (COLA) becomes payable. This will be the date of arrival at the overseas station, unless you are temporarily accommodated on subsistence terms.

2 Cessation of Entitlement to Inner London Weighting and London Pay Leads

2.1 From the date of taking up duty on return to Northern Ireland (NI), whether on a permanent or temporary basis, the payment of Inner London Weighting will cease with no mark-time entitlement and the appropriate NI salary will become payable.

2.2 If you are taking up detached duty on return from an overseas posting you will receive the salary and allowances appropriate to the detached duty station.

3 Short-term Detached Duty

3.1 If you are on short-term detached duty from NI to an overseas station and are ineligible for COLA, you will retain your substantive pay and allowances in payment at your permanent station in NI.

4 Hours of Attendance

4.1 If you are conditioned to net hours or to more than 42 hours gross a week in NI you will retain the same number of hours when serving abroad.

4.2 Departments have discretion to reduce conditioned hours to:

4.2.1 forty-one hours gross in places where travelling conditions are comparable to London;

4.2.2 the number of hours they consider appropriate for local climatic conditions.

If more than one Department employs officers in the same location, Departments should co-ordinate action under the preceding paragraphs.

5 Overtime and Premium Payments

5.1 The rules governing payment of overtime and for hours of attendance on Saturdays, Sundays, public, privilege and bank holidays in NI apply to officers on overseas postings subject to the following modifications.

5.2 Allowances paid specifically as a result of overseas service such as COLA must not be aggregated with pay in calculating overtime rates.

5.3 The rules governing the calculation and payment of hourly plain time rates of overtime if you serve in NI, apply to you on overseas postings subject to the conditioned hours abroad being substituted as the divisor for the NI hours.

5.4 The overriding maximum hourly rates of overtime should be calculated as follows:

$$\begin{array}{l} \text{NICS maximum hourly rate} \\ \text{(overtime band rate for grade)} \end{array} \quad \times \quad \frac{\text{NI conditioned hours}}{\text{Overseas conditioned hours}}$$

5.5 Travelling time

5.6 The rules for calculation of and payment for official travel in NI outside conditioned hours must be applied if you need to travel away from your overseas headquarters on official business.

5.7 A notional eight hours must be deducted from the journey time if overnight accommodation is occupied or if an overnight aircraft delay occurs and sleeping accommodation is provided.

5.8 A notional day's conditioned hours must be deducted if an additional rest day (other than Saturday, Sunday or normal rest day) is allowed after arrival and before commencement of duties.

5.9 Similar arrangements must be applied to outward and homeward journeys by air made by NI-based staff on short-term visits overseas, which do not exceed 4 months.

5.10 Journeys by sea to and from overseas stations do not qualify for travelling time.

6 Leave

6.1 If you are on an overseas posting you will retain your standard leave entitlement. Normal carry-over and anticipated leave arrangements within a Department will continue to apply.

6.2 Time spent travelling at public expense to a chosen destination in NI will not count against annual leave.

6.3 If leave is taken locally, time spent travelling will normally be counted as annual leave. Departments may exclude excessive travelling time from the reckoning if local conditions make it reasonable to do so.

6.4 One week's special leave with pay may be granted to you for resettlement on return from an overseas posting.

6.5 Departments have discretion to allow any leave not taken within the annual leave year to be accumulated and either taken abroad or on return to Northern Ireland.

7 Advance of Salary

7.1 Where you are given a posting of one year or more, Departments have discretion to make advances of up to a maximum of 3 months' gross basic salary. The advance will be made available not more than one month prior to the expected date of departure. Where insufficient notice has been served, the salary advance will be made as soon as possible after receipt of the request.

7.2 In the event of a last minute cancellation or premature curtailment of the posting, Departments have discretion to call for immediate repayment or allow repayment terms which are in line with, but not more generous than, those agreed in the expectation of a normal posting overseas.

7.3 All staff including those on short-term contracts must repay the advance within the duration of the posting or contract for the station concerned.

7.4 Departments must ensure that they are in a position to recover the outstanding balance of the loan in the event of contingencies such as death, dismissal or resignation of the member of staff. They must:

7.4.1 ensure that each member of staff signs an undertaking to repay. Departments should clear such undertakings with their own legal advisers and should base their approach on the arrangements which govern the recovery of advances of salary made under the Section in the Handbook on Removal Expenses; and

7.4.2 inform the member of staff concerned that the advance is repayable on demand, but that without prejudice to the Department's right in law, the Department may choose not to make a formal demand for repayment if the advance is duly repaid by:

a. deduction of equal monthly installments from salary;

or

b. any other means agreed between the member of staff and the Department.

7.5 In normal circumstances the repayment of the advance of salary will commence at the overseas station.