

Programme Leaders Recognition Payments Guidance

- ✓ An annual recognition payment will be made to all Programme Leaders as a gesture of thanks for undertaking the additional specified responsibilities. The amount of the payment will be determined each year based upon budget availability prior to the month of payment and communicated to all Programme Leaders.
- ✓ The recognition payment is not a guaranteed and is reviewed annually by SLT in line with budget availability.
- ✓ The recognition payment will be made as part of the August salary payment and will be subject to statutory deductions.
- ✓ The payment will be made to all active Programme Leaders who have held the title for a minimum of 6 months during the academic year and are in post as at 31st August.
- ✓ Individuals who become a Programme Leader prior to the end of February will receive a pro rata payment for the period in post through to 31st August. Individuals joining after this date will qualify for the recognition payment the following year if they complete a full year of duties.
- ✓ The recognition payment will be made per person and not per programme. Therefore if an individual leads multiple programmes one payment will be received on the basis that time allocation for the duties remains the same even if the duties are spread over many programmes. Where the dates differ across programmes, the earliest start date of duties will be applied to the calculation of the payment.
- ✓ Where there are shared programme leaders (where there are two programme leaders sharing the duties), the recognition payment will be split in two.
- ✓ Where there are joint programme leaders (where the course is exceptionally large and each programme leader is doing the same role for half of the students), the recognition payment will be paid to both programme leaders. This is only subject to Head of School authorisation for exceptionally large programmes only.
- ✓ Payment will not be made to any individual who is not in post as at 31st August unless extenuating circumstances such as parental leave or sabbatical leave applies. At this point discretion will be applied dependent upon the circumstances and through the coordination of the Human Resources Department.